JOB DESCRIPTION: FUNDRAISING & COMMUNICATIONS ADMIN

Location: Oak Tree Farm, Wetheral

Position Type: Part-time, 3 Days per week

About Us: Oak Tree Animals' Charity is dedicated to improving the lives of animals through rescue, rehabilitation, and advocacy. We rely on the generosity of our supporters and partners to fund our programs and ensure every animal receives the care it deserves.

We are currently seeking a detail-oriented and proactive Fundraising & Communications Administrator to join our team.

Job Summary: The Fundraising & Communications Administrator will support our fundraising efforts and enhance our organisation's communication strategies.

This role will involve managing donor relations, assisting in the execution of marketing campaigns, and ensuring that our messaging aligns with our mission.

The ideal candidate will be highly organized, possess excellent communication skills, and have a passion for making a difference.

Key Responsibilities:

Assist in the planning, coordination, and execution of fundraising campaigns and events.

Manage donor databases (ETapestry), including tracking contributions, maintaining records, and generating reports.

Assist in the distribution of marketing materials, including newsletters, brochures, and press releases that promote fundraising initiatives and organizational updates.

Assist in developing content for our website and social media platforms, ensuring consistent messaging and branding.

Collaborate with the fundraising team to identify potential donors and sponsors, conducting research as needed.

Assist in the creation of engaging content for emails, social media posts, and other platforms to enhance community engagement and donor relations.

Maintain relationships with existing donors through regular communications, acknowledgments, and updates on the impact of their contributions.

Support the management evaluation of fundraising activities

Participate in team meetings and contribute ideas for fundraising strategies and communication outreach.