



Marketing – Philanthropy, Corporate & Trusts

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| Job Title: | American Friends Fundraising Assistant |
| Reporting to: | Head of American Friends Fundraising |
| Responsible for: | N/A |
| Dogs Trust Grade: | F |
| Location: | London/Hybrid |

Job Purpose

The American Friends Fundraising Assistant is responsible for supporting all aspects of fundraising to secure philanthropic income growth from American supporters.

Overview of the Department/Team

Dogs Trust is the UK's largest dog welfare charity and cares for dogs across our network of 21 rehoming centres in the UK and one in Dublin. We are proud of the work we do to support dogs and their owners in the UK and internationally.

Internationally, Dogs Trust has recently united with Worldwide Veterinary Service and Mission Rabies to champion dog welfare globally and take the decisive step forward in the fight against rabies, one of the deadliest zoonotic diseases in the world.

Dogs Trust USA is a registered 501 c 3 with the IRS and has a small founding of US supporters. You will be responsible for supporting the Head of American Friends Fundraising to significantly grow US based support for Dogs Trust's work globally, including for WVS and Mission Rabies operations.

Key areas of accountability

Administrative support

- Manage administration of donations by ensuring gifts are recorded to support the reconciliation process.
- Manage thanking processes for donations, ensuring all donors are thanked promptly and personally for their donation.
- Support creative cultivation and excellent stewardship of American donors and prospects.
- Lead on the continued development of internal processes to ensure efficiency for the team.
- Coordinate with Dogs Trust's Finance team and support financial administration such as processing invoices.
- Act as the Subject Matter Expert (SME) for the database, Salesforce and support with keeping records up to date and reporting.
- Maintain accurate records on relevant databases ensuring our compliance with data protection and charity legislation.
- Support administration of the Friends of Dogs Trust USA scheme.
- Take minutes and action points and coordinate follow-up actions for internal meetings as required.

- Assist the team with travel arrangements, stationery orders, organising team meetings and a variety of logistical arrangements.
- Provide administrative support to the Associate Fundraising Director as required.

Prospect development

- Assist the Head of American Friends Fundraising, Special Events team and external stakeholders when needed in organising a range of events and cultivation activities for American prospects.
- Work with the Prospect Research team to identify American prospects.

Design and Print

- Support with the writing and design of funding proposals, cases for support, updates and reports, website updates and social media posts to pre-discussed deadlines and set timelines.
- Coordinate fundraising materials for the team, including updating brochures and producing communication materials in collaboration with creative agencies where necessary.
- Coordinate and support regular update mailings to donors and prospects.

Person Specification

Essential skills, qualifications, experience, and attributes

Strong organisational skills with a methodical approach to working on a number of tasks simultaneously while prioritising and working to deadlines

A strong team player

Ability to work methodically, even when under pressure

Ability to work creatively and bring new ideas to the team about ways of engaging our American donors and prospects

Good interpersonal skills with the ability to communicate confidently, effectively and diplomatically with a wide range of people at all levels, both face to face, on the telephone, and in writing

Good written and research skills with the ability to draft letters, minutes, reports and biographies

Exceptional attention to detail and the use of discretion when appropriate in relation to sensitive information.

Proactive and able to work independently

Accurate word-processing skills and the ability to use effectively Word, Excel, Outlook, databases and internet applications

Willingness to work occasional days at weekend (time back in lieu) and/or late evenings for events, and occasional travel to the USA

Desirable skills, qualifications, experience, and attributes

Experience in a fundraising role, particularly working with American donors or Patrons schemes

Experience working with creative agencies and suppliers

Experience working or living in the USA

