
To provide high-level administrative support in processing gifts, creating reports and managing data contributing to the Office's objectives.

Gift management

Processing, recording and entering gifts and pledges arising from the Development Campaign.

Ensuring all donations are in line with College policies and are dealt with in a tax efficient manner, to comply with HMRC regulations.

Reviewing Gift Aid eligibility, followed by processing and claiming Gift Aid on such gifts
For gifts that meet relevant thresholds, ensure all required governance procedures are followed.

Liaising with Finance and Tutorial teams to ensure gifts received are administered in line with a donor's wishes.

Developing annual trust fund statements for donors who establish endowments.

Liaising with third party gift processing agencies, including the Direct Debit service provider.

Coordinating prompt acknowledgment of gifts in accordance with the gift protocol.

Monitoring and reconciling bank transaction reports.

Monitoring and prompting action for regular and repeat gifts.

Supporting timely requests for further support at expiry of present commitment.

Maintaining accurate records on Raiser's Edge, assisting with data changes and updates.

Reporting

Providing fundraising progress reports in line with College reporting requirements.

Checking figures for progress reports and for quarterly recySpan AM(to)390887B 1121]TJB

