# Application pack: Membership and Database Officer

Part-time: 5 days per week (35 hours).

Managed by: Membership and Database Officer

Salary: £25,745 to £30,324 per annum

|  |
| --- |
| Purpose of the role |
| The Membership and Database Officer will provide accurate and useful information to PSC on membership and finances, to enable PSC to develop its fundraising and membership strategy. The purpose of this role is to manage PSC’s database system, Raisers Edge, and to provide excellent supporter care to members, affiliates, and supporters. |

|  |
| --- |
| Key responsibilities |
| * Information management: Ensuring PSC’s CRM system (Raiser’s Edge), is accurate and up to date, and works effectively as best it can to meet PSC’s needs * Financial records: Downloading and importing financial information into Raiser’s Edge from PayPal, bank accounts, offline payments and other payment platforms as required; processing cancellations of recurring gifts; working with the Finance Officer to ensure financial information is accurate and reconciled with other records * Reporting: Using RE to proactively provide financial, membership and analytical reports for colleagues and the Executive Committee * Membership: Responsible for queries relating to membership and fundraising and for processing applications and renewals * Managing PSC’s relationship with CRM supplier (currently Blackbaud) and deal with related IT issues * Develop and implement training and guidance for other members of the team, ensuring that colleagues can use Raisers Edge consistently and effectively for campaigning and admin purposes and keeping relevant process guides up to date * Providing excellent supporter care, ensuring that members, affiliates and branches have their membership and financial data recorded accurately, are thanked for their donations and sent timely reminders to renew   You will support:   * Support the Fundraising, Finance and Development Manager to provide ongoing and proactive engagement with supporters including leading on and overseeing thank you process and insight into fundraising to help increase donations * Support the Fundraising, Finance and Development Manager to ensure PSC complies with the Data Protection Act * Support the Fundraising, Finance and Development Manager in developing comprehensive fundraising and membership strategies for PSC * Supervise and delegate to volunteers as appropriate * Support the Finance Officer in providing accurate and timely financial data * Support the Admin Officer in handling incoming queries by phone and email, as well as coordinating volunteers, taking payments over the phone and processing cheques and cash received   As a member of the admin team you will:   * Provide support to colleagues where necessary. In particular during busy periods such as the AGM support will be required in preparing for the event |

|  |
| --- |
| **Flexibility** |
| * In order to work effectively in a changing environment other tasks, commensurate with the role, may be required. |

|  |
| --- |
| **Personal specification** |
| *Essential: Experience:*   * Demonstrable knowledge and experience of using a CRM system (Raiser’s Edge or similar) * Experience of providing high quality supporter care to members and donors * Experience of delegating work to volunteers * Experience of preparing and importing financial information into a CRM system * Experience of using a CRM system to produce regular reports   *Essential: Skills*   * Attention to detail, accurate and numerate * Excel skills to a high level * Excellent organisational skills * Excellent communication skills * Ability to manage competing demands and prioritise workload * Strong analytical and problem solving skills with the ability to think creatively and strategically * Demonstrable support for the aims and objectives of PSC   *Desirable:*   * At least one years experience of using Raiser’s Edge or similar * Experience of using ImportOmatic * Experience of working collaboratively in a small, busy office team * Experience of fundraising for a campaigning organisation * Experience of working for social justice, or Palestine-related issues |

PSC is an equal opportunities employer; we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age