



Development Assistant

Salary Range: up to £25,000

Length of Contract: Permanent

Start date: ASAP

Location: Remote

Background /Summary

We are looking for a **Development Assistant**, who is ambitious and looking to build a career in fundraising, to join our rapidly expanding organisation. You will play a crucial role in supporting the fundraising team to build relationships and raise income through various fundraising streams including legacies, individuals, trusts & foundations, corporates, digital fundraising and challenge events. You will also be responsible for the day-to-day administration of fundraising activities.

You would be joining a successful team to help build on our success so far, accelerate progress and ensure that we have the resources and partners to achieve our vision to promote social mobility and diversity in science, technology, engineering and maths.

Our new 5 year strategy outlines ambitious growth and impact and this has led to an expansion of an already successful development programme.

In2scienceUK's aim is to promote social mobility and diversity in science, technology, engineering and maths. We do this by leveraging the skills and passion of researchers and STEM professionals to support young people from low socio-economic backgrounds to achieve their potential and progress to degrees and careers in STEM.

What we are looking for:

In2scienceUK has an impressive partnership base that now needs to be built on and maximised. We are looking for someone to help support the existing team whilst helping develop new areas of income using creative and innovative approaches.

Your specific duties will include:

- Helping collate and analyse data on current and potential funders/partners
- Support the development team in the creation of funding proposals
- Help create new fundraising material

- Help develop charity of the year funding material
- Help develop and create content for digital fundraising

Person Specification

Our Ideal Candidate

The person we are looking for will:

- Have some experience of building relationships with corporates and individuals
- Be creative and entrepreneurial, able to spot opportunities
- Has a passion for making a difference
- Experience creating content for use on various social media platforms
- Have experience managing their own workload
- Communicate clearly in writing and verbally with colleagues and other stakeholders
- Demonstrate good research and analytical skills
- Work in an organised and methodical manner with excellent attention to detail
- Work under pressure, manage deadlines and respond flexibly to work priorities
- Demonstrate high level of IT skills
- Work confidently in a team and be self-motivated to work alone

We are looking for a team player with a can do attitude and a willingness to learn on the job. If you feel you meet this requirement but are missing some of the above attributes please do still apply.

Personal attributes and skills:

- Excellent oral and written communication skills
- Influencing skills, being credible & persuasive at all levels internally & externally
- Self-motivated with a can-do attitude and an eye for detail
- Ability to multi-task and work on own initiative, accurately and under pressure
- Strong flexibility, adaptability, capable of using initiative, tact and discretion

For more information on the work we do please visit our website at www.in2scienceUK.org

Application Procedure

Please send your CV and cover letter to Ty Watson, recruitment@in2scienceuk.org, demonstrating what attracts you to in2scienceUK and how you meet the competencies on the person specification above.

Applications close on 17 October.

For an informal discussion about the post, please contact Ty Watson by email ty@in2scienceuk.org.