****

**Fundraising Co-ordinator (Fixed Term)**

22.5-30 hours per week

£21,600 per annum pro rata

Fixed term to 31/3/2022 with possibility of extension

York Mind is a successful mental health charity providing a wide range of services to help support people’s mental health and wellbeing.

We are excited to be seeking an enthusiastic and passionate administrator who can be an integral part of our fundraising functions.

 Working within the Corporate Services Team, you will monitor the fundraising inbox and phone messages, co-ordinate contact with individuals and organisations who are fundraising, or want to fundraise, with us, and provide support and information that they may need. You will also be visiting locations within and around York to collect donations/collection boxes etc. and work with the finance team to manage the donations we receive.

Part of your role will also be to promote the work of the fundraisers, and the fundraising elements of the charity on social media.

We have recently implemented a new blended way of working, which allows an increased level of flexibility in our roles, including the option of a mix of office and home based working and some flexible hours to fit around personal commitments.

Experience of fundraising administration within the charity sector is preferred and excellent communication skills (digital, verbal and written) are key to making this role a success.

For an application pack visit www.yorkmind.org.uk/jobs or if you need support to download an application please ring on 01904 643 364.

If you would like an informal discussion about this post, please contact Jo Holloway-Green, Head of Corporate Services, on 07933 455224 / jo.holloway-green@yorkmind.org.uk.

 Your completed application form should be returned to: vacancies@yorkmind.org.uk

Closing date for applications: **9am Tuesday 21st December**

**Please note candidates will be shortlisted and interviewed as applications arrive and we reserve the right to close this vacancy earlier, if we are able to appoint someone to the post**