

#### **Foundation Administrator**

- Full team support
- Bank and thank donations
- Finance and governance admin

### Head of Programmes and Volunteering

- Bursary programme
- Student programme
- Mentor / Volunteer management
- Finance / HR / Governance
- Events coordination

# Data Management and Reporting Manager

- Database (Salesforce) development and Web Technologies
- Donor / volunteer database management
- Fundraising database management
- Creation/Maintenance of reports dashboards and analysis
- Security management, process creation and quality improvement

## **Head of Fundraising**

- Donor relations (Members, HNWI)
- Fundraising development
- University development
- Corporate development
- Partnership development

## Marketing & Comms Manager

- Campaign management
- Social media
- Public relations
- Graphic design
- Content creation

### **Research & Evaluation Manager**

- Data and insights
- External research publication EDI