

ROLE PROFILE

Job Title	Fundraising Officer, Elephant Family (Animal Ball)
Reporting to	Head of Fundraising, Elephant Family
Line Management responsibility	None
Location	Hybrid working – Minimum 2 days a week in the British Asian Trust Offices, West London
Key accountabilities	
Job purpose Elephant Family, part of the British Asian Trust works to protect Asia's magnificent wildlife in the most joyful and engaging way possible. To do this, Elephant Family engages its incredible network of supporters and partners through ambitious, unconventional and creative campaigns and events, while also building long-term funding relationships, to raise unrestricted funds for British Asian Trust's conservation programme. The Animal Ball is Elephant Family's flagship fundraising gala and London's biggest celebration of the natural world. Taking place in summer 2027, it will once again unite art, fashion and philanthropy to safeguard the future of Asian wildlife. This fixed term contract role of Fundraising Officer (Animal Ball) within the team will be critical to our success during an exciting period for the team. The role is focused on supporting the team to deliver an exceptional event and provide the best possible experience to the important stakeholders that make the event a success. Main responsibilities Animal Ball support • Support the successful delivery of the Animal Ball including leading on key areas related to onboarding and stewarding our guests, partners and sponsors. • Undertake research to identify potential partners and table hosts, support outreach activities and help the team to progress opportunities. • Prepare and tailor pitch decks and partnership proposals for key sponsors and fashion houses, ensuring each is bespoke and aligned to the recipient's brand and interests. • Manage the guest list and guest communications providing a high-touch, professional experience throughout. Ensure all donor interactions are logged accurately on the CRM. • Raise invoices, track payments, chase reminders and reconcile income with the Finance Team. • Support the team to ensure contractual deliverables for corporate partners and sponsors (branding, signage, hospitality entitlements, etc.) are met, liaising directly with partners' teams to gather assets and confirm requirements where necessary. • Work with the Comms team to support the development of event materials. • Provide hands-on support during the event itself, including registration, stakeholder hosting, overseeing fundraising activations and processing payments. • Please note some evening and weekend working will be required, particularly in the weeks leading up to and immediately following the event. Fundraising and relationship management • Support the team with donor cultivation and provide appropriate support and follow-up in all aspects of donor management, including attending meetings, writing briefings, coordinating meeting logistics, writing letters and proposals etc. • Support the team to systematically implement their engagement plans and track progress against targets. • Handle general enquiries related to fundraising. Data Management and Administrative Support	

- Maintain up-to-date records of all communications with donors/prospects in Salesforce.
- Carry out due diligence and prospect research on prospective supporters and Animal Ball partners and guests in accordance with the British Asian Trust procedures.
- Ensure stewardship of gifts, thanking and reporting is timely and of a high quality.
- Ensure timely processing of invoices and systematic payment monitoring.
- Provide reports on pipeline activity and budgets as required.
- Take the lead on financial processes, ensuring accurate financial information is shared with the Finance Team and that fundraisers can run accurate reports.
- Other administrative support as required across the team e.g. support with scheduling multi-stakeholder meetings, internal projects etc

In addition to your normal duties, you may occasionally be required to undertake other reasonable duties as necessary to meet the needs of the organisation.

Key relationships

Internal: Fundraising teams, Events Team, Programmes Team, Country offices, Communications and Marketing

External: Current and prospective high net-worth individuals, corporate partners, individual supporters, and their advisors

Job-related knowledge, skills and experience

Essential

- Knowledge of and interest in wildlife conservation
- Experience of a donor facing or events role within a fundraising team with understanding of the expectations of high-net-worth individuals and senior corporate individuals, or related experience from a different sector.
- Experience of fundraising through events and working with key event stakeholders such as table hosts, sponsors and partners, or related experience from a different sector.
- Exceptional relationship management and communication skills with the ability to communicate complex information at the highest level both verbally and in writing
- Ability to produce high quality, creative and compelling materials, including word documents and powerpoint presentations.
- Strong skills in database management and problem solving.
- Strong organisational and project management skills, and a proven ability to prioritise and manage a varied workload, take initiative, and meet deadlines
- The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships
- Team player, highly motivated, tenacious and results driven with personal gravitas

Desirable

- Experience of working within an international development or conservation organisation or charity
- Experience working on a major fundraising gala event or similarly complex high-profile public campaign or project
- Experience of working with budgets
- Experience of working with Salesforce or a similar CRM
- Experience of conducting prospect researching and due diligence.