



Working for better farming, food and health
Hamstead Marshall, Newbury, RG20 0HR, UK.

SENIOR FUNDRAISING ADMINISTRATOR (Grade 6)

Part-time (60% FTE)

(potentially combinable with Fundraising Manager role to create full-time position)

Salary range: £23,500-£28,500 pro rata

(pay award pending)

REF: ADM1706

About us

The Organic Research Centre was established in 1980 and is now the UK's leading independent research centre focusing on the development and promotion of sustainable, agroecological solutions to food, farming and environmental issues, including organic farming and agroforestry.

About the opportunity

ORC is funded primarily by public and private project grants and contracts, but we also rely significantly on voluntary donations to pursue our mission. We have an excellent track record of success in project funding and now want to step up our other fundraising activities. This open-ended position will be based in the beautiful Berkshire landscape at our Elm Farm site near Newbury.

Your role

We are looking to appoint a Senior Fundraising Administrator to support our fundraising team and programme. You will ensure that we have effective, efficient and regulation-compliant systems in place to manage our donor base (individuals, trusts and corporate) and funding applications. You'll also play a lead role in the organisation of our fundraising events.

About you

You will have a proven, relevant administrative track record with good computer skills particularly with respect to word processing, spreadsheets and databases. Familiarity with Customer Management Systems used in fundraising, and data protection regulations (including the new GDPR) are highly desirable. It would be great if you had an interest in and understanding of organic farming and environmental issues, but if not we will provide support and training.

If this sounds like you then further details and the application form (we only accept applications on this form) can be downloaded from the Organic Research Centre [website](#). Please quote reference **ADM1706**.

Further information on ORC can be obtained from the ORC web site (www.organicresearchcentre.com).

The closing date for applications is **9am on Monday 15th January 2018**.

Interviews will be held at the Organic Research Centre on **Monday 5th February 2018**.