**JOB DESCRIPTION**

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| **Job title:** | Supporter Relations Officer |
| **Reports to:** |  |
| **Main job functions:** | Process Barnabas Fund donations |

**Principal responsibilities:**

* Receive and make phone calls and respond to supporters’ questions
* Responding to supporters’ written questions
* Process incoming donations:
* Enter gifts onto our CRM
* Create/amend supporters’ records
* Prepare banking
* Record/verify gift aid declarations
* Administrative support including filing, both physical and electronic
* Prepare, check and send acknowledgement letters
* Other duties as required

**Responsible for the following staff positions:**

None