



Job Description	
Job Title:	Fundraising Assistant
Reports to:	Fundraising Manager
Job Location:	You must be able to work in the London office 60% of your time
Start Date:	September
Salary	£21,600 + benefits
Contract Type:	Permanent, full-time

Job purpose

BAFTA is a world-leading independent arts charity and the only organisation supporting film, games and television at a global level.

This is a very exciting time to join BAFTA. 2022 is the charity's 75th year and we have just completed a very successful capital campaign to finance the redevelopment of our home at 195 Piccadilly. BAFTA is also expanding globally with the recent formation of BAFTA North America, bringing together the existing BAFTA offices in Los Angeles and New York.

Our capital campaign has had the generous support of individual donors, trusts and foundations and corporate supporters – both from the screen industries and wider organisations. The redeveloped 195 Piccadilly has given BAFTA the increased space and technology to significantly expand its year-round learning and talent development programme, and we now need to raise the annual funding to deliver this expanded work. All our programmes and initiatives tackle the barriers that can make it hard for talented individuals to build careers in the screen industries and we work with children as young as seven right up to established talent – see [here](#) for how we support talent and [here](#) to learn about the impact of our work.

We raise revenue to fund BAFTA's work from a combination of individual giving, events, trusts and foundations and corporate supporters. The fundraising manager is a permanent position and plays a vital role within a proactive and motivated fundraising and partnerships team with ambitious fundraising targets.

You will be joining a proactive and motivated fundraising and partnerships team with ambitious fundraising targets. You will play a pivotal role in the successful functioning of the team and this is an exciting opportunity to get experience in a wide range of fundraising – individual giving, events, trusts and foundations and corporate – and to develop skills in donor management and communications.

Key responsibilities

- Keep track of all donor and supporter records on Salesforce and update and collate information on an ongoing basis, including supporters based in North America
- Manage the tracking and administration of all supporter benefits and work with the wider team to ensure they are fulfilled to required deadlines
- Draw up acknowledgement of all supporter pledges and prepare associated paperwork, including gift aid claims
- Support with administration of regular patron events including guest lists, face sheets and event production support



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- Assist with all aspects of BAFTA's biennial fundraising Gala, including managing ticketing and guest lists, creating content for Gala communication materials, sourcing and administration of auction prizes
- Be responsible for researching and writing content and sourcing images for regular donor communications and bi-annual supporter impact reports
- Research and compile relevant information to be included in funding proposals and funder reports
- Work with the wider team to research and develop new prospect pipelines
- Create and update fundraising web pages and images
- Support the wider fundraising team in stewardship of existing donors and supporters

Additional responsibilities

- Supporting the team at key events, including some evening and weekend working
- Liaising and communicating with key internal departments including learning and new talent and the awards teams
- Carrying out additional duties as required by the Fundraising manager and the wider team

Ideally you will have

Essential

- Excellent written and spoken communication skills with a good eye for detail and accuracy;
- Strong IT skills including Microsoft Office
- Strong organisational skills;
- Strong research and analytical skills;
- Excellent interpersonal skills and confidence in communicating with donors and funders and internal stakeholders at all levels;

Desirable

- Experience of working with CRM databases, with Salesforce experience an advantage

Ideally you will be:

- Proactive, enthusiastic and self-motivated
- Able to work independently and as part of a team
- Able to work to tight deadlines, with the ability to handle multiple projects in a fast-paced environment
- Interested in the moving image (film, television and games), with a passion for learning more about the charitable sector and fundraising in particular

BAFTA offers a generous benefits package including 28 days' holiday, 8% contributory pension, healthcare cash plan, access to cinema and TV screenings. BAFTA also recognises everyone needs the chance to work flexibly as such we operate a flexi time system.

195 Piccadilly, London W1J 9LN
T +44 (0)20 7733 0022 E info@bafta.org
www.bafta.org

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ABOUT BAFTA

BAFTA is a leading global charitable institution focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA's Vision:

We inspire new and unheard voices to become the future of the Film, Games and Television industries, we support talented people from all backgrounds to help them achieve their potential, we advocate progressive industry and cultural change, and we amplify and celebrate excellence across the screen industries

BAFTA's aims: to champion the art and the craft, champion talent and champion the industry environment by:

- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

DIVERSITY MONITORING

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our [Diversity Monitoring Survey](#). All the information you provide will be anonymous and is not considered with your application.

APPLICATION PROCEDURE

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role.

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