



## Donor Relations Officer (£22,000 to £26,000)

Reporting to the Head of Stakeholder Relations this is a full-time position, offering an excellent opportunity for a recent graduate or someone with less than one year's experience, to start in September 2021. You will work at the IEA office in Westminster, in a highly motivated development team, researching individuals and companies, supporting publications and events, and maintaining our systems.

The role will involve some occasional limited travel within the UK. Hours can be irregular, to suit the timing of events. Specific fundraising experience is not required, but these attributes are an advantage.

### Knowledge, Skills and Experience:

- Experience (including internships undertaken) of similar organisations, either think tanks, educational institutes, campaigning organisations, charities or other bodies involved in raising money for ideas or causes.
- Excellent organisational, written and numerical skills with superior attention to detail.
- Excellent tech-literacy, capable of using common office and mobile communication tools.
- Good political awareness; interested in and sensitive to the IEA's mission.
- Unwavering commitment to ethical conduct and protecting the reputation of the IEA.
- Willingness to work flexible and unsocial hours when necessary.

### Duties include, but are not restricted to:

- Maintaining accurate records and keeping IEA's databases up to date.
- Assisting with the preparation, running and administration of IEA's engagement programme, contacting speakers and managing guest invitations.
- Drafting letters, updates and reports, with an eye to correct protocol and forms of address.
- Overseeing electronic and physical mailings of materials to a wider variety of stakeholders.
- Attending IEA events and fundraising meetings with donors and prospects as required.
- Supporting the wider Development team and IEA as required.

### Reporting line:

Alex Lee, Head of Stakeholder Relations

**Closing Date:** 22<sup>nd</sup> August 2021

### Interview/Start Dates

W/c 23<sup>rd</sup> August, aimed at starting September 2021.

### Application Details

Further information about the IEA can be found on the IEA website. If you consider that you meet the criteria set out in the person specification and would like to apply please send your CV and a short covering letter explaining why you are the best person for the job to Alex Lee at [alee@iea.org.uk](mailto:alee@iea.org.uk).

**Website:** <https://iea.org.uk/>

