

The Role – Philanthropy Operations Administrator

As Philanthropy Operations Administrator, you will play a vital role in supporting the delivery of an exceptional donor experience and helping the Philanthropy team achieve its fundraising ambitions.

Providing high quality administrative support across gift processing, donor stewardship, CRM management, events, finance and team coordination, you will help ensure fundraising activities are delivered efficiently and professionally.

This is a varied and rewarding role for someone who enjoys building strong relationships, has excellent attention to detail and takes pride in providing outstanding support. Through your contribution, you will help to create strong operational foundations that enable the Philanthropy team to deliver meaningful impact for beneficiaries, supporters and the wider organisation.

This is a full-time position working 35 hours per week, with regular presence required at our St Andrews offices.

A full list of the role accountabilities can be found in the accompanying Job Description.

What We Offer

We offer a great benefits package including the following:

- Competitive Salary
- Company Pension Scheme and Sick Pay
- Life Insurance Cover
- Enhanced Maternity/Partner Pay
- 35 Days Holiday Per Year
- Free tickets to The Open and AIG Women's Open each year (and other relevant R&A Championships)
- Cycle to Work Scheme
- Season Ticket Loan
- Contribution towards glasses for VDU use
- Discounts available across 800 UK retailers and local businesses
- Electric Vehicle scheme

Who We Are Looking For

The ideal candidate will have the following experience and attributes:

- Strong literacy and numeracy skills, with the ability to communicate effectively in writing and work confidently with numerical information and data.
- Previous experience working in administrative, fundraising operations, finance administration or donor/supporter services role.



- Strong working knowledge of Microsoft Office and experience of a CRM, fundraising database or financial system;
- Good understanding of GDPR/data protection requirements and the ability to handle donor, financial and personal information accurately and confidentially.
- Excellent attention to detail, proofreading skills and written communication skills, with the ability to prepare clear minutes, briefing packs, emails and internal updates.
- Highly organised, with experience coordinating meetings, events, travel, purchase orders, reporting, reconciliations and follow-up actions across a busy team.
- Confidence working with website content management or backend web administration tools would be advantageous.
- Embody the R&A's behaviours: Act with Integrity, Work Collaboratively, Aim High, Think Long Term, Bring Passion.
- Excellent interpersonal skills with ability to manage relationships at all levels positively, confidently and diplomatically.

How to Apply

Applications can be submitted to recruitment@randa.org. Please attach CV and Covering Letter.