**Job Description**

**Head of Donor Relationships**

**Main Aims of the Role:**

To build and grow relationships with new and existing donors. To develop and implement a comprehensive fundraising strategy for Press Red, obtaining short- and long-term financial support for its projects and overall costs.

**Reports To:** CEO

**Place of Work:** Home-based, although travel to other UK locations may be required (expenses covered in line with Press Red’s standard policy).

**Working Pattern:** 2 days per week

**Salary:** £20,000 (pro-rata: £8,000 p.a.)

* *In fulfilling the job’s requirements, the Head of Donor Relationships is expected to work successfully alongside other members of the Press Red team and their contacts.*
* *The Head of Donor Relationships is encouraged to delegate work to others as appropriate but is expected to maintain overall supervision of any such delegation.*
* *The role is to be undertaken on a part-time, fixed term basis (12-month contract).*

***Main objectives:***

1. ***To proactively initiate, grow and develop relationships with new and existing donors;***
2. ***To develop and submit effective grant proposals to relevant funding bodies;***
3. ***To create and manage profitable relationships with corporations;***
4. ***To direct and organise fundraising events; and***
5. ***To maximise any other fundraising opportunities and support other team members and volunteers in doing so.***

***General tasks***

* Work with the CEO to develop Press Red’s fundraising strategy and action plan, including measurable objectives and targets;
* Continually review this plan, identifying areas for growth and development;
* Take the initiative in identifying possible new routes for obtaining funding;
* Objectively review success and achievements against agreed targets, identifying strengths, weaknesses and areas for development;
* Maintain backed-up online files of all fundraising information, ensuring that all donor information is maintained in line with GDPR requirements;
* Positively and professionally represent the work of Press Red to members of the public and supporters when necessary.

***Specific Tasks***

* Manage and lead the identification of, and approaches to, trusts and foundations; creating an annual calendar of key prospects;
* Continue to strengthen relationships with our current donors, including grant bodies and high net worth individuals;
* Proactively cultivate relationships with new donors, exploring new sources to secure funding;
* Develop trust proposals for any individual programmes that requires funding, and for the overall costs of Press Red. Use these proposals to write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations;
* Develop and maintain reporting and application systems;
* Identify and submit applications for any prizes and awards that will raise the profile of Press Red and secure funding.
* Identify and approach corporate prospects, securing financial contributions, and practical support;
* Develop these partnerships, suggesting ways to build on these relationships, maximising engagement;
* Research into payroll giving agencies, considering whether they might be a route for us to increase the number of regular givers who support the work of Press Red;
* Consider the best ways to attract support from high net worth individuals, developing and implementing a strategy;
* Work closely with the Head of Events to develop attractive and successful methods of increasing regular and one-off donors at Press Red conferences;
* Work closely with the Head of Volunteers to create innovative and exciting fundraising events, and to support volunteers in running these.

***Other Tasks***

* Support the other members of the Press Red team in their work and areas of responsibilities, regularly looking for ways of collaborating and supporting each other;
* Develop strategic plans for the long-term vision of this role;
* Regularly attend any appropriate training, both subject-specific and general skills;
* Regularly attend team meetings and Press Red prayer meetings;
* Carry out any other duties that come with being part of a small organisation;
* Be a passionate and committed advocate for Press Red;
* Continue to develop spiritually on a personal level.

Where a staff or volunteer role has significant leadership or representative responsibilities that are central to our aims and purposes, or are key to developing and maintaining our Christian ethos, there is an Occupation Requirement in accordance with Schedule 9 of the Equality Act 2010 that these posts will be held by a committed Christian who agrees with our core values, as outlined in our Mission Statement.