

# APPLICATION PACK

Major Donor Fundraising Officer (1-year contract)  
SAT-7 UK





## **SAT-7 UK is looking to recruit a Major Donor Fundraiser to help make God's love visible through satellite TV and digital media – to millions of people across the Middle East and North Africa.**

**SAT-7 STRATEGY:** SAT-7 is a strategic international satellite and digital media network, working to see a growing Church in the Middle East and North Africa, confident in Christian faith and witness, serving the community and contributing to the good of society and culture.

The principal role of SAT-7 UK is to support this vision and mission. Through highlighting the work of SAT-7 and the needs of the MENA churches and region, we seek to encourage our supporters in the United Kingdom to pray regularly, to engage actively and to provide funding and resources towards the work of this vital ministry; helping to support the broadcasting of the Christian message into the homes and hearts of the millions of people watching and engaging with SAT-7's programmes.

**SAT-7 PEOPLE:** This role could be home working or based at the SAT-7 UK office in Chippenham and is part of a team of around 17 staff (full-time, part-time and home workers). The team meets together in the office (and virtually) every day for 15 minutes to read the Bible and to pray for the ministry, the MENA region, for each other and for our supporters.

**SAT-7 FAMILY:** We are part of the wider SAT-7 international family and regularly connect with our international office in Cyprus, our 'studio' offices in Beirut, Cairo, Istanbul and London as well as other 'support' offices in Europe, the US, Hong Kong or Brazil. We get to meet each other at our annual Network gathering, held in one of the main regional office locations and it's always an inspiring event for partners, supporters and staff.

This is an exciting opportunity for a creative, innovative fundraiser to develop and grow our mid-level and major donor income. Candidates should have had prior experience in successful major donor fundraising. We are looking for an experienced major donor fundraiser, with excellent communication and implementation skills, who will enjoy the challenge of working in a growing team at a time of transition. This role requires someone motivated by their Christian faith with a personal interest and concern for the people of the Middle East and North Africa and a passion to provide an exceptional experience to SAT-7's Major Donors in the UK. This role is initially for a one year term, extension will be considered depending upon results and wider budgetary constraints.

**Role:** Major Donor Fundraising Officer

**Contract term:** One-year initial contract term

**Location:** Home based or from our Chippenham office  
Candidates should have the right to work in the UK.

**Salary range:** £24,000 to £30,000 pro rata

**Hours:** up to 37.5 hours / week (part time and flexible working considered)

**Annual Leave:** 25 days (pro rata)

**Closing Date:** January 13th 2020

- If an informal conversation about the role would help, please email [hr@sat7uk.org](mailto:hr@sat7uk.org).
- Please note that applications are welcome before the closing date and we may call for interviews and appoint earlier if a suitable candidate is found.
- Please see [www.sat7uk.org/work-with-us](http://www.sat7uk.org/work-with-us) for a full job description and application pack.



## JOB DESCRIPTION: Major Donor Fundraiser

The Major Donor Fundraiser will report to the CEO, whilst coordinating with and being mentored by the Major Gifts Manager.

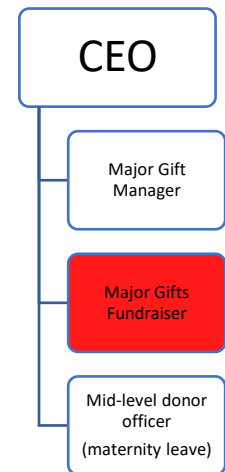
The purpose of this role is to implement a strategy to build up SAT-7's mid-level and major gifts programme to secure increased funding for SAT-7, helping donors fulfil their passions to serve the people of the Middle East through their giving to SAT-7.

To manage and build a group of assigned donors (caseload), ensuring existing donors are retained by the organization and are upgraded in their giving and involvement. There will be an expectation of frequent travel in the UK to meet and interact with donors, including occasional trips to the Middle East.

### KEY RESPONSIBILITIES

This role will allow you to make a real difference to the lives of millions of people in the Middle East and North Africa. You will help to maintain and increase income and engagement for the charity through the following key responsibilities:

- Along with the major gifts' manager define an appropriate constituent group and from these develop a qualified caseload of mid-level and major donors.
- Create and deliver individual communications plans and goals for each person on the caseload based on the donor's history of giving and their potential.
- Interrogating the supporter database to identify and research prospects.
- Track and record communications with prospects and donors in the supporter database.
- Serve and steward SAT-7's Major Donors, responding promptly and appropriately to communications
- Work with the program, finance and communications departments to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with persons on the caseload to secure gifts.
- Create quarterly reports as required by management that accurately reflect caseload activity and performance.
- Develop and manage relationships internally and externally to ensure successful solicitation of major gifts, repeat gifts and increased value of gifts and strengthen the organisation's understanding of the Major Donor function.
- Will perform other major donor activities as may be required.
- Will at all times operate within relevant statutory requirements and guidelines, following best practice recommendations wherever possible. Specially ensure compliance with the Fundraising Regulator and Data Protection Legislation.





### **General responsibilities:**

- Develop and maintain good working relationships with supporters, partners, trustees and staff.
- As required to represent, speak effectively and act as an ambassador for SAT-7 at external meetings, events and conferences.
- Liaise with SAT-7 staff from the wider family of SAT-7 to share ideas and resources.
- To assist the Executive Director and Major Gifts Manager as required.

### **Spiritual leadership**

- To be committed to SAT-7 UK's Missions, Values and Beliefs.
- To set Christian standards of leadership in the working environment and externally.
- To lead and participate in prayer and biblical reflections within the Team.
- To attend staff meetings to hear updates, share and coordinate activities and to spend time in corporate prayer and worship.
- To maintain your own spiritual development and relationship with God e.g. through times of individual prayer and reflection.

## **PERSON SPECIFICATION**

### **Essential skills and abilities required**

- Educated to A Level or equivalent
- A proven track record in major gift fundraising.
- Excellent written communication skills.
- Highly personable, a natural communicator, able to work with people at all levels.
- Excellent interpersonal and organisational skills
- Ability to work under pressure, manage time effectively, prioritise and work to deadlines.
- Thorough attention to detail e.g. in all letters/documents produced.
- Self-motivated, creative and practical; able to work on own initiative
- Eager to grow and develop, welcoming constructive feedback and having the ability to deal with conflict quickly and constructively.
- Confident and enthusiastic, highly motivated, a good team player.
- Committed and growing Christian, passionate about changing the world and being a part of God's mission.
- Computer literate and confident using Microsoft products
- Able to work occasional evenings/weekends (for which TOIL will be given).

### **Desirable skills and abilities**

- Experience or understanding of the Christian development sector.
- Knowledge of, and involvement in, fundraising / sponsored events.
- Knowledge and experience of the Middle East and North Africa (training will be given as required)
- Educated to degree level
- Project management experience
- Ability to use databases (e.g. Raisers Edge, Dot Digital)

### **Additional Details:**

- Holiday entitlement is 25 days in addition to bank holidays
- Pension scheme (NEST) with matched contribution of 5%