

Major Donor and Trust Fundraiser (part-time)

Information and Application Pack



Introduction from the CEO

Feba is all about the creative use of radio and other audio media to inspire people to follow Jesus. Reaching people with the good news in some of the most difficult and hard-to-reach places across Africa, Asia and the Middle East.

Our ministry partners always seek to work with local organisations, recognising the unique importance of the local church as God's primary agent for change. As the UK face of FEBC International, we fund a number of projects within the association, but we also support a number of independent third parties too. Being 'close to the listener' has always been important to Feba, producing content in people's 'heart language' that speaks to the listeners lived experience. Through this ministry to the whole person, sharing how Jesus impacts all parts of life, it is our prayer they will say 'yes', and follow Jesus Christ.

Primarily the UK and Ireland is a resource field so we keep a small team with our main focus being supporter engagement and the provision of strategic advice and technical support for the projects. As we press on to pursue what God has in store for this essential ministry, we strive to give of our best whilst acknowledging that ultimately the work is God's and we are dependent on Him. Right now, we're looking for an experienced Major Donor and Trust fundraiser to join our Supporter Engagement team. Currently everyone who can, is working from home, and it would be our expectation this role will be solely working from home until spring. Once the winter is over, and hopefully Covid restrictions are easing flexible working can still be considered, with the expectation that this post holder would be in traveling distance to Feba UK's office in West Sussex (Worthing - Chichester area).

Please do read on to find out more about the role. If there's anything that's unclear or you have any specific questions or concerns, please don't hesitate to get in touch for an informal chat with Dan McNamara, our Head of Supporter Engagement – he'd be very happy to speak with you.

Thank you so much for your interest in Feba.

God bless,

Bob Chambers
Chief Executive

PS: If this role isn't quite right for you but you think it might perhaps suit someone you know, please do feel free to forward the details to them – thank you.

Feba's ministry

Feba is all about the creative use of radio and other audio media to inspire people to follow Jesus. We work with partners across Africa, Asia and the Middle East with a particular focus on contexts that are 'closed' or where it is difficult to be a Christian. The broadcast material is always contextually relevant and appropriate, addressing the interests and needs of local listeners; team members seek to engage and build relationship with listeners through various follow-up channels. Wherever possible, we seek to support the work of the local church.

Radio can be powerful and personal, with messages broadcast in someone's 'heart language' reaching behind closed doors. Radio can convey messages of hope, inspiration and love, as well as sharing new ideas, challenging assumptions, or promoting different behaviours. Programmes can be life-changing in all sorts of ways, and by the work of the Holy Spirit they can be truly life-giving too.

Applying a Christian worldview or lens to wide-ranging topics and material at a local level, our partners can help make the gospel message relevant and accessible to their audience, and signpost God's Kingdom. It's not always possible or appropriate to proclaim the Christian message overtly, but our underlying motivation and desire is for Feba's ministry to help introduce listeners to the uniquely good news of Jesus Christ.

About the role

This is an exciting new part-time role, working alongside our Head of Supporter Engagement and Church Engagement Fundraiser. A highly relational role, responsible for developing strong and enduring relationships with current and potential major donors and trusts, you will co-create a new strategy and be responsible for its implementation.

Key responsibilities

Trust and Foundation strategy, planning and delivery

- Develop the trust/foundation strategy and pipeline to generate new income and multi-year grants, in addition to one-off gifts.
- Manage a portfolio of existing and new trusts/foundations, ensuring a first-class cultivation and stewardship journey while maximising the opportunities for repeat income and grant uplift.
- Produce high standard letters of inquiry, cases for support, budgets, applications and reports to current trust funders, ensuring they are

closely aligned to both the objectives of the funder and Feba's objectives.

- With the Chief Executive and Head of Supporter Engagement, build networks with key decision makers and influencers within trusts and foundations.
- Develop and deliver annual plans, together with associated budgets, in line with the charity's strategic objectives
- Attend meetings and events with existing and new donors, as required.

Major Donor strategy, planning and delivery

- Contribute to the work of the Supporter Engagement Team by developing, delivering and monitoring the major donor elements of the fundraising strategy.
- Develop the major donor pipeline to generate new income and multi-year gifts, in addition to one-off gifts, to meet or exceed targets.
- Manage a portfolio of existing and new major donors, liaising closely with the Chief Executive and Head of Supporter Engagement, and ensuring a first class cultivation and stewardship journey, while maximising opportunities for repeat income and gift uplift.

With the support from Feba's Supporter Engagement Officer:

- Create high standard, compelling, relevant and tailored funding proposals to prospective and existing major donor supporters, ensuring they are closely aligned to both the values and aims of the individual and Feba's aims and objectives.
- Design and develop a targeted contact strategy and bespoke cultivation plan, using an innovative suite of communications building on existing materials. Ensure the prospects and supporters become and remain fully engaged with our cause.
- Devise and deliver annual plans, together with associated budgets, in line with the charity's strategic objectives.
- Work closely with trustees, staff and existing supporters.
- Facilitate and attend meetings and other engagements for supporters.
- Coordinate Feba's negotiations to secure income from major donors, ensuring all parties are involved appropriately (internal and external) and all are in full agreement with commitments on both sides.
- Responsible for the day to day management of all trust and foundation activity within the Supporter Engagement Team. With the team, consolidate major donor fundraising with corporate, trusts and foundations to ensure opportunities are dovetailed and fully utilised.
- Provide regular updates to the Head of Supporter Engagement to ensure major donor fundraising activity is aligned with the charity's wider plans and objectives.
- Liaise with the Head of International Ministry to identify projects and priorities for funding, developing them into compelling projects for prospective and existing donors.
- Fully utilise the annual calendar of events for prospect cultivation.

- Together with Feba's accountant, ensure effective budgeting and forecasting activity.
- Work closely with the rest of the Supporter Engagement Team to ensure opportunities to join up trust and fundraising with corporate fundraising and philanthropy are managed effectively.
- Fully utilise the annual calendar of events for prospective cultivation where appropriate.

Monitoring, reporting and operational excellence

- Lead the forecasting and management of the major donor income and expenditure budgets, ensuring records are maintained and updated (accurately and consistently on the charity's ThankQ CRM system) to enable income reporting and analysis of activity
- Provide regular and quality financial, KPI and commentary reporting, including analysis in order to identify learning that informs future performance.
- Maintain and develop the monitoring, evaluation, and review process for major donor ROI.
- Ensure that all activity that helps to build Feba's brand is always brand compliant.

Personal qualities, skills and experience

- A clear and demonstrable personal Christian faith, including active membership of a church
- A commitment Feba's ministry
- A successful track record of securing five or six-figure grants from trusts /foundations and/or major donor fundraising role
- Experience of developing and maintaining key relationships with trusts, foundations and major donors over a sustained period of time
- A thorough understanding of how trusts, foundations and major donors operate, including demonstrable understanding of why outcomes are important
- Articulate, persuasive and has a strong, engaging presence with audiences, including those at the highest level both within the organisation and outside of it.
- Ability to negotiate and influence effectively with strong written and verbal communication skills.
- A connected networker and influencer, familiar with the current landscape, approach and technique.
- A thorough understanding of tax efficiencies relating to significant donations.
- An excellent understanding of the major donor fundraising market and trends
- Excellent organisation, prioritisation and time management skills with the ability to deliver to a deadline under pressure within a context of competing demands
- Highly numerate with demonstrable experience of preparing and managing budgets
- High level competency in the use of Word, Excel, PowerPoint and CRM platforms
- A dedicated team worker, but also able to work on own initiative.

Terms and Conditions

Salary:	circa £21,000 per annum (£35,000 per annum FTE)
Start date:	11 January 2021
Contract:	2 Years Fixed Term Contract (subject to three months' probation)
Hours:	21 hours per week (3 days)
Location:	Flexible working considered, yet within regular traveling distance to West Sussex (Worthing - Chichester area). Due to Covid, all staff are currently working from home.
Closing date:	9am on Monday 2 nd November 2020
Interviews:	Weeks beginning 9 th and 16 th November 2020

How to Apply

To apply, please email recruitment@feba.org.uk attaching your CV and a covering letter, which should include answers to the following:

- Please provide a specific example of your experience working in a similar role, explaining clearly your personal contribution and areas of responsibility.
- Please highlight the main reasons why this particular post appeals to you.
- Please tell us briefly about your own journey of faith and what it means to you today.

If you would like an informal chat about this role, please contact Dan McNamara – Head of Supporter Engagement:
email: dmcnamara@feba.org.uk,
telephone: 01903 286430

All applicants must be wholeheartedly committed to the aims, ethos and values of Feba. Please note that this post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

