

Fundraising Developer

Part Time:	18.75 hours per week
Line Manager:	Head of Engagement
Team:	Engagement Team
Start Date:	As soon as possible
Salary:	£12, 500 per annum (pro rata to £25, 000 FTE)

Role Overview

The Fundraiser Developer will be the main driver of fundraising for All Nations and will be responsible for raising funds to agreed targets and building and maintaining strong relationships with key stakeholders.

This role will require a positive, high energy, proactive and tenacious person with some solid evidence of successful fundraising, exceptional written and verbal communication skills and a commitment to collaborative working. This role will work with the Head of Engagement and the Engagement team members to develop asks and look for ways to take opportunities forward.

There is a genuine occupational requirement for this post to be filled by a Christian who is passionate about cross cultural mission and fully able to articulate the overall purpose as well as the detail of the College's mission, from a personal faith basis.

Job Specification

Main Responsibilities:

- To develop a strategy and tactical plans in collaboration with the Head of Engagement, for raising income through trusts, foundations, high value individuals and many other people, including the generation and promotion of appeals
 - **Target:** Plans agreed within first three months
- To produce stories and create narratives with compelling visuals which can be used by ambassadors and other members of the Engagement Team
- To cultivate and maintain relationships with funders, including grant givers, churches and individuals
- To work closely with Ambassadors & Trustees who have personal knowledge and access to potential donors
 - **Target:** Personal contact made with each individual within first three months
- To follow up with donors in a timely and accurate manner, developing healthy long term relationships with supporters and partners
 - **Target:** Thanks written to donors within one week of receipt and/or promise
- Alongside the Head of Engagement, apply and report (when appropriate) to Trusts/funding schemes, working alongside course programme leaders and tutors/administrators when necessary with external consultants
 - **Target:** Relevant staff approached for information with a minimum of one week's warning and applications and reports sent within publicised/agreed timeframes
- To develop relationships with both established individual and foundation supporters and new prospects

- To maintain knowledge of grant giving bodies, the charity sector and any trends to ensure you identify and capitalise on any relevant opportunities for the organisation
- To collaborate with Engagement Team members in achieving the targets set by the Head of Engagement
- Attend networking events & promote All Nations, wherever possible
- As far as time allows, engage with all aspects of the college, including Community Worship, Kick Off, regular and ad hoc business and prayer meetings and any other staff development opportunities.

Person Specification

Qualifications and Skills

Essential	Desirable
Educated to degree level	Qualification in fundraising/marketing
Excellent written and verbal communication skills	
Donor relationship management skills	
Familiarity with a CRM database	Knowledge of ThankQ
Strong organisational skills	
Ability to multi-task	
Prioritisation skills	
Excellent attention to detail	
Good IT skills in Microsoft Outlook, Excel, Word and PowerPoint	
Holder of a clean UK driving licence	

Experience

Essential	Desirable
Experience in a similar role	Experience in charity and/or educational sectors
Strategic planning and implementation	
Demonstrated proactive and creative approaches to engaging funding	
Proven success in raising funds	

Aptitude and Values

Essential	Desirable
A resourceful team-player, with the ability to also be extremely effective independently	Diplomatic with the ability to manage the expectations of others.
A quick, creative and strategic thinker	
A collaborative working style	
Professional and tenacious	
Calm under pressure	Works with grace and a sense of humour
A 'servant heart'	
A heart for Christian cross-cultural mission	

Working Conditions

Located at Easneye, Hertfordshire, UK.

Hours of work: College office hours are 8.40am - 5.10pm but this role can be worked flexibly. The job will be part-time based in Ware, Hertfordshire, with the possibility of being based remotely.

This role could be a job-share with the Head of Engagement, totalling 1 Full Time Equivalent

Holiday: 15 days per annum (pro rata to 30 days FTE) 6 of the 8 Bank Holidays & additional days between Christmas & New Year

Contact:

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