

Job Description

Job Title: Daylight Fundraiser

Reporting to: CEO

Location: Chelmsford / Hybrid (typically 2 or 3 days per month in Chelmsford)

Contract Type: Permanent

Hours: 37.5 hours (although applications over 21 hours will be considered)

Salary: c. £35,000 pa dependent on experience plus pension contribution

About Daylight

Daylight seeks to take the wonderful light of the gospel of the LORD Jesus into the “darkness of prison”. Working alongside local Bible-believing churches, and through HMPPS and Community Chaplaincy networks, we aspire to be a nationally reaching, locally rooted provider of the highest quality gospel ministry to prisoners and ex-offenders. Providing prisoners and their families with Biblical guidance, and assisting them to lead God-honouring and socially useful lives on release.

Having recently celebrated our 20th Anniversary we are refocussing our efforts to build local teams across the UK and to offer a Daylight Prison Chaplain to every prison that wants one. In 2025 we were active in 39 prisons and saw both our Letter Writing and Written Messages ministries more than treble in size.

Our Christian faith is the reason for all we do. With John Bradford we often say, “there but for the grace of God go I”, and we would with Paul, “labour more abundantly..., yet not I, but the grace of God within me.”

Overview of Role

Daylight is a national charity currently predominantly funded by Churches and individual Christians, with a small but significant income stream from trusts and foundations. Having recently re-visioned for a post COVID / intranet-in-prison age we recently celebrated our 20th Anniversary and are positioning for growth.

A Daylight Fundraiser will answer to and work alongside the CEO to convey the Daylight Vision and build relationship with key Christian figures. With guidance and information from other members of the team, the Daylight Fundraiser’s primary responsibility will be to research trust and grant funding opportunities, tailor applications to donors and nurture relationships in a way designed to inspire funding partners to take the gospel with us into UK prisons.



Key Aims:

- To transform our funding model and to grow with us into the future.
- To secure significant income through charitable trusts and grant making organisations in support of core funds and specific projects as they arise.
- To research and identify appropriate funders whose criteria match Daylight's work and develop plans, prepare cases for support and submit compelling bids and complex grant applications as appropriate.
- Maintain and develop relationships providing reports and updates as required. Ensure excellent record keeping and management of key team documents, including the funding pipeline.
- To develop appropriate legacy giving.

Responsibilities:

- Research trusts and foundations funding opportunities to which Daylight can apply;
- Prepare and submit compelling funding applications to trusts and foundations, working with Daylight Office staff and regional teams to ensure accuracy and appropriateness.
- To be aware of the breadth of Daylight's work, centrally and regionally and to build effective relationships with volunteers and staff in order to identify suitable projects for funding in line with strategy and budgets.
- Ensure we meet the funders reporting requirements, and that grant payments and income are monitored and reported against.
- Travel to represent Daylight at funding opportunities and events.
- Where required, support office team and Daylight initiatives, including:
 - the preparation of funding applications by members of the team to other donors;
 - the current work reaching smaller trusts (<£5k)
 - by encouraging and recruiting Supporter Churches
 - liaise with and support the work with Individual Supporters.
 - input to Daylight's wider work

Person Specification:

Daylight believes "...diversity brings benefits, after all we all have different experiences, gifts and skills. We seek to be united in use of our differences as we fulfil our mission purpose." Staff spend time together in prayer for the work and there is an occupational requirement that this position is held by a committed Christian. Please see our Doctrinal Statement for more information.

Applicants must have the current right to work in the UK and specify if on restricted right to work.



Knowledge & Experience

Essential:

- Experience of trusts and foundations fundraising, with a proven track record of success.
- Experience of managing relationships with external stakeholders
- Experience of administration and record-keeping

Desirable:

- Knowledge of gospel ministry in the UK in general and Prison Ministry in particular
- Knowledge of Scottish Charity scene as well as England & Wales.

Skills and Attributes

- Excellent written and verbal communications skills
- Highly organised, efficient and self-motivated
- Ability to work with competing priorities, deadlines and targets
- Strong interpersonal skills and ability to be flexible as part of a small team
- Excellent research skills with an eye to identify opportunities
- Able to present and represent Daylight to a variety of Christian Communities
- A results-oriented mindset with a commitment to meeting and exceeding fundraising targets
- Able to work collaboratively with others across the organisation
- IT literate in all major Microsoft Office applications
- Committed to Daylight's Christian Ethos and therefore a member in good standing and regularly attending their church

Daylight Benefits

- 25 days annual leave plus Bank Holidays (pro-rata if part-time)
- Daylight salaries are index linked annually.
- Pension contribution
- Opportunity to serve with a Daylight In-Prison Team if desired (half day a week, pro-rata)

To Apply

If this role is of interest please send a CV and covering letter – office@daylightcpt.org. Please be sure you have understood the faith requirement and respond by 28th February.

