

# Projects Coordinator (Fundraising Team)



## *Job Description*

### **Aims of the role**

The Supporter Engagement (SE) Team is responsible for communications and fundraising for Wycliffe Bible Translators. The Projects Coordinator is a very specific role that will allow the team to raise income from a variety of sources for the many projects that Wycliffe supports around the world.

The Projects Coordinator will assist the Fundraising Team by creating online and offline assets that allow other members of the team to raise income for Wycliffe projects.

In order to achieve the aims of the role, the Projects Coordinator will engage with SE team members to ensure that they are well-equipped to present all the projects to donors in a variety of settings.

**Reports to:** Fundraising Team Leader

**Location:** The Clare Charity Centre, Saunderton, High Wycombe

### **Key Tasks**

The Projects Coordinator will:

- work closely with the International Partner Liaison to ensure that all information on Wycliffe projects is up-to-date both online and offline
- research and design online and offline marketing tools that allow other members of the Fundraising Team to creatively present the needs of all projects around the world
- set targets, manage budgets and monitor financial results
- work in coordination with the Fundraising Team to ensure that donors understand all the aspects of the project portfolio and are able to give in ways that suit the donor
- maintain accurate database records and profiles of all projects
- develop a growing donor base of churches committed to projects and their growth over many years
- participate in team meetings and office prayer meetings, and in wider staff meetings as appropriate.
- Any other duties commensurate with this post.

### **Person Specification**

#### **Skills and Experience**

Essential

- From a fundraising background that with an excellent understanding of effective fundraising tools for staff who are on the project fundraising front line
- Excellent communication skills, both oral and written
- Excellent administrative skills with attention to detail

- Clear and friendly telephone manner
- IT literate, proficient in the use of Microsoft Office packages
- A high degree of personal organisation and self-management, with the ability to prioritise, multitask and work to deadlines
- Able to maintain confidentiality
- Willing to visit projects overseas when needed
- Copywriting skills

Preferred

- Educated to degree level or equivalent
- Experience with client relationship management databases, ideally Salesforce
- French-language proficiency

**Personal qualities**

- Passionate about Wycliffe's aims, and personally committed to cross-cultural mission
- Ability to work well with others as part of a small team
- Ability to take appropriate initiative
- Trustworthy and honest
- Self-starter, ability to use own initiative and work independently, but also as part of a diverse team.
- Able to develop good working relationships internally and externally.

**Other Requirements**

This role requires the postholder to reflect Wycliffe's ethos and values through their work to Christians and Churches across the UK. It is therefore an Occupational Requirement that the post holder be a committed Christian who assents to Wycliffe's Statement of Faith.

Applicants must be able to prove that they have the legal right to work in the UK.

**Further Information**

**Working hours**

Normal office hours are 9 am – 5.30 pm, Monday to Friday, with one hour for lunch. Some evening and weekend work will be required, for which time in lieu will be given.

**Annual Leave**

Full time employees are entitled to 33 days' annual leave, to include public holidays and the office closure between Christmas and New Year.

**Salary**

£26,000 - £28,000

**Term of Appointment**

This is a permanent post with a probationary period of six months.