

Application Pack / **Trusts and Foundations Manager**



Closing date / **Monday 24 January, 9am**

**Wyc|iffe
Bib|e
Trans|ators**

Contents

Key Information 3

Aims of the role..... 3

A welcome from your potential manager 3

Key responsibilities 4

Person Specification..... 4

Welcome from our Executive Director, James Poole..... 6

About Wycliffe..... 7

The Supporter Relations team organisation chart 7

How to apply 8

Appendix 1: Wycliffe’s Statement of Faith..... 8

Key Information

Role: Trusts and Foundations Manager

Salary: £30,000 - £32,000 (Plus tax free home working allowance)

Location: Home based, with monthly team meetings in Oxfordshire

Terms: Full time, permanent. Job share considered

Closing date: Monday 24 January, 9am

Interviews: Tuesday 1 February, Oxford.

How to apply: See last page of this job pack.

Aims of the role

As the Trusts and Foundations Manager, you will work with the Trusts and Foundations Officer to raise income for the many projects that Wycliffe supports around the world.

You will be someone who is proactive and organised, with excellent writing skills, and who works well with others to ensure that applications, cases for support and reports are inspiring, accurate, excellent, and delivered on time.

1 in 5 people worldwide don't have the Bible in their language but you will help change that by growing income from trusts and foundations, as we look to double our fundraised income by 2026.

A welcome from your potential manager

I joined Wycliffe in October 2021 as Head of Key Relationships and I am already inspired by the energy, ambition and experience of this growing team. Wycliffe has a very clear vision and it is easy to be passionate about its work – which is a gift to us in our supporter-facing roles!



The leadership has chosen to invest in the growth of the Key Relationships team this year, through this role and others, having seen incredible results and sustained growth in recent years. The role of Trusts and Foundations Manager will suit an experienced trust fundraiser, with a track record for building significant partnerships, who wants to help us create a world where everyone can know Jesus through the Bible. You would be joining a team of six who specialise in major donor, mid-level, trusts and legacy fundraising, within the wider Supporter Relations team, and my aim is to ensure that every team member flourishes.

If you are interested in exploring this opportunity, it would be a pleasure to speak with you and answer your questions.

A handwritten signature in cursive script that reads "Hannah".

Hannah Burnham

Head of Key Relationships

01865 415871

hburnham@wycliffe.org.uk

Key responsibilities

1. **Achieve income targets through building excellent relationships with existing funders, and by growing a pipeline of potential new funders**
 - Actively maintain and grow a portfolio of funders and deliver a robust trust fundraising programme to achieve agreed income targets
 - Line manage the Trusts and Foundations Officer, overseeing their work plan and supporting them to achieve their goals
 - Cultivate and maintain relationships with key contacts to facilitate successful applications; deliver effective stewardship and reporting that inspires
 - Through prospect research, identify potential funders that connect with Wycliffe’s vision and values, and establish the most appropriate way to engage with them

2. **Write compelling cases for support and reports**
 - Take the lead in developing high quality grant applications, working directly with the International Partnerships team
 - Develop appropriate and compelling cases for support that underpin successful trust, major donor and church fundraising, working closely with colleagues in other departments to ensure compatibility of objectives
 - Maintain a strong link with the International Partnerships team to improve the quality of information from projects, adapting their reports into six-monthly updates suitable for trusts, major donors and churches, and providing interim additional impact stories
 - Actively monitor the financial needs of each project and progress towards agreed outcomes
 - Work with fellow Key Relationships team members to plan and deliver in person and virtual events for trust representatives and key supporters

3. **Undertake other duties, projects and responsibilities**
 - Ensure all data on trusts and grants are kept up to date on the Salesforce database and managed in compliance with GDPR and internal policies
 - Build and sustain strong relationships with key internal stakeholders and colleagues across the organisation, working closely with colleagues in the Supporter Relations team
 - Be constantly learning and growing, keeping up with fundraising trends and taking responsibility for your personal development
 - Be comfortable participating in, and occasionally leading, daily office prayer meetings
 - Carry out other duties as required

Person Specification

Skills and experience

Experience and knowledge of:	Essential	Desirable
Clear track record in building relationships with charitable trusts and foundations over time and securing significant grants	✓	
Good understanding of how trusts and foundations operate	✓	

Experience of line management, or supervision of tasks		✓
Experience with customer relationship management software such as Salesforce		✓
Qualifications:		
Holds a professional qualification from the Chartered Institute of Fundraising		✓
Skills:		
Outstanding written communication skills, with proven ability to write high quality proposals, detailed budgets and reports	✓	
Skilled at building and managing relationships, including the ability to influence and persuade, both internally and externally	✓	
A high degree of personal organisation, with the ability to prioritise, multitask, schedule tasks and meet deadlines	✓	
Attention to detail, including proofreading skills and an analytical approach to prospect research	✓	
Numerate and IT literate (we use Gmail, Google Docs and Salesforce)	✓	
General:		
Be a committed Christian who is passionate about Jesus. (It is an Occupational Requirement that the post holder be a committed Christian who assents to Wycliffe’s Statement of Faith, included as an appendix to this pack)	✓	
Fully committed to Wycliffe’s aims to help create a world where everyone can know Jesus through the Bible	✓	
Warm and professional manner with colleagues and supporters	✓	
Self-motivated, able to work productively and build good relationships, even when working remotely	✓	
Teachable, with an appetite for learning	✓	
Ambitious; motivated to achieve stretch goals	✓	
Full UK driving licence		✓
Right to work in the UK	✓	

Further Information

Reporting to: Hannah Burnham, Head of Key Relationships

Location: Home working, with travel to Oxfordshire once a month for staff gatherings as well as other meetings in a range of locations as requested.

Annual leave: Full-time employees are entitled to 33 days of annual leave, to include bank holidays.

Working hours: We creatively consider all requests for flexible working wherever possible, supporting where the request is role-appropriate.

This position is full time (37.5 hours per week), although a job share will be considered.

Our core business hours are 9:30am–4:00pm. You are entitled to a one-hour lunch break.

Terms of appointment: The appointment will be a permanent role and include a probationary period of six months.

Welcome from our Executive Director, James Poole

Wycliffe Bible Translators is a dynamic organisation with a big vision – a world where everyone can know Jesus through the Bible.

1.5 billion people worldwide still don't have a Bible in their language. That's 1 in 5 people who are still waiting.

For almost 70 years, we've been serving local partners worldwide as they bring God's word to their communities in the language which speaks to them best. As a result, today more people than ever before have access to Scripture in their language.

The work of Bible translation is accelerating. Our focus on training and equipping local translators, as well as the impact of cutting-edge technological developments means that within the next 10-15 years we could see 95% of people having the Bible in their language (currently 80%) and 99% of people having the New Testament (currently 90%).

So we're growing a staff team that can help deliver a significant increase in impact, and who are ready for a changing world.

We've made the switch to being a primarily home-working organisation, meeting on Zoom daily, and gathering in person monthly. We make the most of the digital tools available to us to collaborate effectively and we take responsibility for our wellbeing & professional growth to better serve others for the long-term.

So if you would like to join an energetic and growing organisation and to use your knowledge and skills in work that has meaning, please read on to discover more. We would love to hear from you.



James Poole

Executive Director

Wycliffe Bible Translators



About Wycliffe

1 in 5 people worldwide are still waiting for the Bible to be translated into the language they understand best. That’s 1.5 billion people without the Bible in their own language!

Wycliffe Bible Translators exists to see a world where everyone can know Jesus through the Bible. We serve local partners worldwide as they bring God’s word to their communities in the languages that speak to them best.

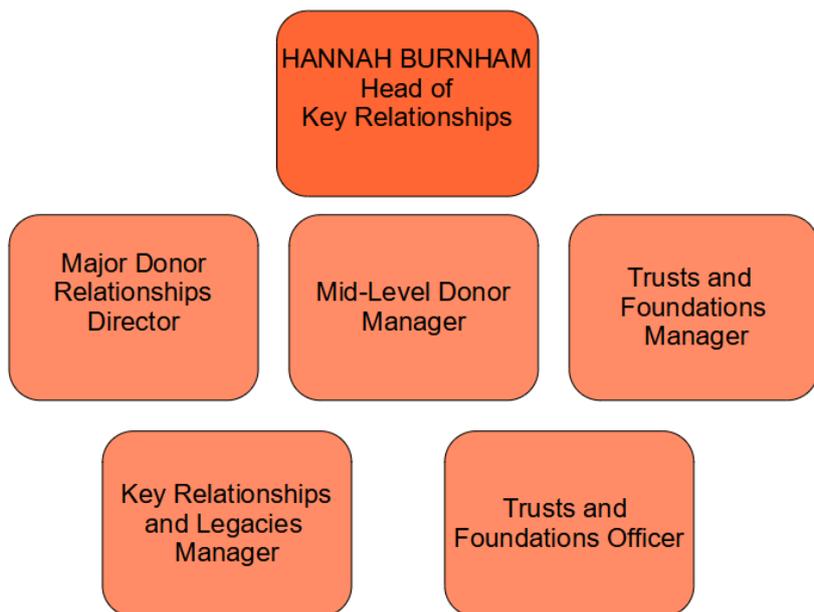
Wycliffe was founded in 1953 by other mission organisations who saw the need for this work. Currently we have over 360 people from the UK and Ireland serving over 470 million people who speak over 350 languages in over 70 countries. Thanks to our amazing supporters and talented people, today more people have God’s word in the language they understand best than ever before. We are part of the Wycliffe Global Alliance, a diverse community of over 100 organisations responsible for around 75% of Bible translation projects going on today, with an average of one new translation launched every week.

Our growing staff team is approximately 50 people. We are a primarily home-working organisation, though we have regional offices in Oxford, Belfast, Aberdeen, and Bridgend.

We are a collaborative, prayerful, professional and serving people, united in our love of God’s word and our desire to see it reach everyone. We meet for prayer every day at 11am for 20 minutes and don’t hesitate to stop and pray together in the moment.

We are professional in all that we do, taking decisions to get things done as we seek to be good stewards of God’s resources. We seek to serve sacrificially, being generous with our time and resources. We look to innovate and improve, recognising that change is continual, working urgently for the long term to achieve our vision. We work together, in partnership with others, collaborating for a purpose.

The Key Relationships team organisation chart



How to apply

Closing date for applications: **Monday 24 January, 9am**

Interviews: **Tuesday 1 February, Oxford**

To apply, email the Resourcing team at resourcing@wycliffe.org.uk with your CV and a covering letter of no more than two pages in total, summarising your reasons for applying and explaining your ability to fulfil the Aims of the Role and meet the Person Specification. You will also be required to complete this [candidate information form](#) before you can be considered for the role.

If you would like to have an informal chat about the role, please contact Hannah Burnham on 01865 415871 or hburnham@wycliffe.org.uk.

All applicants must be committed to the aims and values of Wycliffe Bible Translators.

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of the Equality Act 2010.

Appendix 1: Wycliffe's Statement of Faith

Wycliffe Bible Translators UK & Ireland is a Christian organisation and as such is looking for a compatibility with the Christian faith and Christian standards of conduct in those who work with us.

Wycliffe doctrinal basis

We believe the Bible, the inspired Word of God, is completely trustworthy, speaking with supreme authority in all matters of belief and practice.

We believe in one God, who exists eternally in three persons, the Father, the Son, and the Holy Spirit.

We believe all people, being created in the image of God, have intrinsic value, but as a result of sin are alienated from God and each other, and therefore in need of reconciliation.

We believe that Jesus Christ, the Son of God, born of the virgin Mary, is fully God and fully human; he demonstrated God's love for sinners by suffering the penalty of death in their place, rose bodily from the dead and ascended to heaven where he intercedes for his people.

We believe all who repent and trust in Jesus Christ alone as Lord and Saviour are, by the grace of God, declared to be right with him, receiving forgiveness and eternal life.

We believe the Lord Jesus Christ will return personally in glory, raise the dead, and judge the world.

We believe all people will rise from the dead, those who are in Christ to enjoy eternal life with God, and those who are lost to suffer eternal separation from him.

We believe in the Holy Spirit who imparts new life to those who believe in Christ; through his indwelling presence and transforming power he gives assurance and equips believers for holy living and effective service.

We believe the Church is the body of Christ, the fellowship of all believers, and is commissioned to make disciples of all nations.