

# Fundraising Team Leader



## Job Description

### **Aims of the role**

The Supporter Engagement (SE) team is responsible for communications and fundraising for Wycliffe Bible Translators. The Fundraising Team Leader will lead a small team raising income from a variety of sources to support a range of Bible translation projects, and UK-based departments that support our extensive and growing international ministry.

The team leader will develop and implement fundraising strategies to secure income from trusts and foundations, churches, individuals (non-major) and the corporate sector in order to meet agreed targets.

**Reports to:** Director for Supporter Engagement

### **Responsible for:**

- Marketing Coordinator
- Projects Coordinator
- Trust Fund Liaison
- Events and Team Administrator

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

### **Key Tasks**

The Fundraising Team Leader will:

- oversee the development and submission of applications to charitable trusts and foundations in support of Wycliffe's activities
- explore opportunities to develop Wycliffe's fundraising approach, incorporating digital development where appropriate
- regularly review with the team the donor base in order to cultivate and steward prospects and donors to deliver sustainable growth in individual giving
- develop the client relationship management database (Salesforce) in order to track potential fundraising opportunities and build relationships
- prepare reports for senior management and stakeholders, including funders, as required
- establish effective systems to monitor and evaluate all of the department's activities and results
- lead and manage a small Fundraising Team ensuring their ongoing professional development and engagement with Board objectives
- oversee the events programme to offer high quality and insightful opportunities for potential donors and partners to engage with our work
- develop, manage and review the implementation of the fundraising strategy
- oversee the implementation and budget of campaigns and appeals

- actively cultivate and secure sponsorship, grant and individual giving in line with agreed targets
- engage staff across the organisation to embed the case for support and secure active involvement in fundraising activities
- maintain knowledge of current fundraising trends, issues and opportunities
- act as an ambassador and advocate for the work of the organisation
- carry out other duties commensurate with the activities of the Fundraising team.

## **Person Specification**

### **Skills and Experience**

#### Essential

- A minimum of three years' experience in a fundraising role, with a strong track record in at least one discipline – preferably trusts, churches or legacy giving
- A fundraising background, understanding the importance and use of effective fundraising tools.
- Sound understanding of fundraising techniques, including prospect research, network mapping, cultivation, stewardship and income forecasting
- Excellent communication skills, both oral and written
- Excellent administrative skills with attention to detail
- Exceptional skills at building and managing relationships, including the ability to influence and persuade a wide range of individuals and audiences
- IT literate, proficient in the use of Microsoft Office packages and Google Docs
- A high degree of personal organisation and self-management, with the ability to prioritise, multitask and work to deadlines.
- Able to maintain confidentiality
- Willingness to visit projects overseas when needed.

#### Preferred

- Educated to degree level or equivalent
- Experience with CRM databases, ideally Salesforce.

### **Personal qualities**

- Passionate about Wycliffe's aims, and personally committed to cross-cultural mission
- Entrepreneurial self-starter and leader with initiative, confidence and drive
- Ability to work well with others as part of a small team
- Trustworthy and honest
- Ability to use own initiative and work independently, but also as part of a diverse team
- Copywriting skills in particular for developing fundraising assets
- 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***

£28,000 - £32,000

#### ***Term of Appointment***

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