

Job description

Trust Fundraiser

Who we are

BRF is a Christian charity that is passionate about enabling people of all ages to grow in faith and understanding of the Bible. BRF resources the spiritual journey of individuals and the mission and ministry of local churches.

The role

Main purpose: Working from the annual fundraising plan, to write charitable bids to existing funds and new prospects.

BRF's fundraising team raises £1.3m per year and trust fundraising is a significant part of this.

Reporting to: Head of Fundraising

Location: Home-based/BRF office, Abingdon

Hours: Part-time (15 hours per week)

Salary: £27,500 pa (pro rata)

Main areas of responsibility

- Make applications in order to attract grants and donations from trusts, and support the production of bids to charitable foundations
- Oversee relationships with grant-making trusts, ensuring these relationships are mutually beneficial and that related administration is well managed
- Research and identify charitable trusts which may provide future financial support to BRF, while also maximising the potential for giving from trusts with which BRF already has a relationship
- Prepare compelling proposals, creative pitches and appropriate applications to a broad range of funders
- Submit and monitor applications to charitable trusts, including the maintenance of records of applications, grant receipts and successful/failed submissions
- Ensure trusts are thanked for donations in timely fashion
- Write reports for funders on how their donation has supported our work
- Working closely with BRF's head of fundraising to report on and evaluate trust and foundation fundraising income, expenditure and ROIs
- Monitor trust income for finance purposes, ensuring all donations or grants are coded appropriately, including any restrictions upon the use of the income
- Provide back-up support to the fundraising team with the production of personalised thank-you letters for individual and major donors
- Ensure BRF is up to date with best-practice fundraising techniques, particularly with regards to trust and foundation fundraising, and share these developments with the team
- Work collaboratively with other members of the fundraising team (and the wider BRF team) to reach fundraising targets

Skills and experience

Essential

- A minimum of 2 years' experience in a fundraising team
- A proven track record of successful income generation from trusts and foundations
- Excellent written and verbal communication
- Methodical with a flair for identifying and conveying information accurately, succinctly and engagingly
- Excellent people skills, adaptable and flexible in manner and approach
- Excellent planning, problem solving and organisational skills
- Excellent team player, willing to 'chip in' to get the job done
- Able to work well under pressure in a fast-paced environment
- Able to adapt to a changing fundraising environment
- Commitment to ongoing professional development in fundraising
- A good working knowledge of Microsoft Office
- Strong commitment to the aims of the organisation

Desirable

- Member of the Chartered Institute of Fundraising
- A strong network within the charity and funding sectors
- Understanding of Data Protection and fundraising compliance

Benefits

- 28 days' holiday per annum, including Bank Holidays (increasing to 33 days after 5 full years' service)
- Additional 3 days off between Christmas and New Year
- Auto enrolment pension scheme (8% employer contribution, 3% employee contribution)
- Private Health Insurance (after successful completion of probationary period)
- Flexible working opportunities; TOIL scheme
- Employee Assistance Programme

There is an occupational requirement that the role be held by a Christian, as defined by the Equality Act 2010.

To apply, please send your CV and a covering letter, outlining how you meet the skills and experience required, to peopleadmin@brf.org.uk

By applying for this role, you agree to BRF processing your personal data supplied in your application for the purpose of recruitment and selection. For further details regarding how BRF processes personal data, please visit www.brf.org.uk/privacy-policy/

Closing date: 5.00 pm on Friday 29 October 2021

Interview date: Wednesday 10 November 2021