

Fundraising Officer For International China Concern UK

Permanent: Full-time 35 hrs pw – (we will consider applicants offering at least 28 hrs per week)

Responsible to: The National Office Director

Location: Newcastle on Tyne – Hybrid. (Remote working will be considered for the right candidate)

Salary £32,000 to £35,000 pa (depending on experience)

Benefits:

- Flexible working arrangements (eg. flexi time, condensed hours, term time)
- Opportunities to visit our projects in China.
- Professional development and coaching membership with [Moceanic.com](https://moceanic.com) (leading to [CFRE membership](#))
- 31 days holiday (23 days annual leave, 8 bank holidays)
- Enhanced long service leave entitlement after 1 year of service and rising at 3 years and 5 years
- Free parking pass in city centre.
- Auto-enrolment pension scheme
- Maternity, paternity and adoption pay.

Who are we?

International China Concern (ICC) is based on one fundamental, unshakable belief: That a single act of compassion, guided by the hand of God, can bring about miracles. Our people are inspirational, innovative, compassionate, visionary and professional.

We meet children in China with disabilities and provide life changing support to them and their families. Our groundbreaking models and programs empower children with disabilities to meet the challenges of today and take up the opportunities of tomorrow.

Main purpose of the role

As our Fundraising Officer you will contribute to the delivery of our fundraising strategy working closely with the National Office Director, the Finance Administrator and Digital Officer. You will develop existing income streams and strengthen stakeholder and supporter engagement. You'll work closely with other global team members to review and implement our fundraising strategy in line with our strategic goals.



This Job Is For You If.....

You have fundraising experience and you're ready to take the next step up in your career.

You already know how to retain donors and increase income

You love to project manage integrated fundraising campaigns and achieve your goals

You want to treat donors as VIP's so they stay committed and engaged and you use a customer relationship management systems (CRM) to achieve that.

You can write engaging fundraising copy, or you're willing to learn

You thrive developing innovative fundraising ideas and campaigns

You can embrace our culture, vision and mission wholeheartedly.

You have ideas and energy to initiate new processes, you're excited about getting things done better

You are a team player, willing to collaborate and serve to get the job done.

You are a Christian who wants to put your faith into action at work



What You'll Be Working On:

You'll be responsible for setting and project managing the annual integrated fundraising plan including direct mail & email appeals, newsletters, donor care letters and all other donor centred communications – with the goal of generating increased income to fund our field-based projects.

You'll be particularly responsible for the Regular Giving Program including donor stewardship, reporting and growth of the RG program income

You'll establish and manage a robust donor stewardship strategy building strong relationships with existing and potential donors and increasing donor retention and engagement. And you'll lead on the cultivation and stewardship of partnerships with churches.

You'll work with the team to improve and support our legacy giving strategy, to maximise long term income.

You'll assist and promote ICCs presence at churches and fundraising and other events.

You'll will be expected to keep abreast of key issues and best practice within the direct marketing/fundraising sector. You'll ensure fundraising practices comply with GDPR, the Data Protection Act and the Code of Fundraising practise.

Our preference is for a full-time candidate working from the Newcastle Office (Hybrid working offered). However, we are willing to consider applications from exceptional candidates who would only be able to take the post working fully remotely or who are interested in working part time

Could you see yourself working within our culture?

We together are:

Filled with FAITH, Moved with a heart of COMPASSION, Connected by a Spirit of COLLABORATION, Leading through INNOVATION, Serving with PROFESSIONALISM

Person Specification – Essential skills and attributes

1. Experience in fundraising within the charity sector including, donor stewardship, appeals, events and campaigns.
2. Experience of project managing campaigns
3. Experience of customer relationship management systems (CRM)
4. Strong understanding of fundraising principles, techniques, and trends, fundraising regulations, and compliance requirements
5. Exceptional communication skills, both written and verbal
6. Excellent relationship-building skills with the ability to engage and inspire a wide range of stakeholders, including donors, volunteers, and staff.
7. Demonstrated character of being a faithful, compassionate team member willing to collaborate and serve others.
8. Knowledge of the UK church network

Desirable

Experience with trust & foundations applications

Experience of donor acquisition and retention: Identifying and implementing strategies to acquire new donors, as well as retaining and nurturing existing ones

Experience of marketing content – including social media, email marketing and online adverts.

Implementation of digital fundraising plans and work to make our digital fundraising more effective

Public speaking or preaching

Closing date: November 2nd 2025

Interview dates: TBC early in November

In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian and in agreement with ICC's mission and values.

Safer Recruitment

ICC is committed to safe and fair recruitment practices, safeguarding and protecting those who we support. It is a condition of employment that prospective employees will be subject to the following:

- A criminal background check through the Disclosure and Barring Service (where appropriate).
- References will be obtained to ensure satisfactory evidence of conduct in current or previous employment concerned with the provision of services relating to children or vulnerable adults.

These checks will be carried out and completed prior to offering a date to start employment.

Only applications from UK citizens or those with the right to work in the UK will be considered

For an informal conversation about the role, please feel free to contact Judy Elliott - National Director on 07766 398367.

To apply:

Please submit an up-to-date CV along with a covering letter outlining how you meet the essential criteria and a brief outline of your Christian experience

Include the names and contact details of two referees one of whom should be your latest employer. References will not be taken up without your permission. Please note that applications which fail to do this will not be considered.