

## **JOB DESCRIPTION**

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| <b>Job Title:</b>                     | Fundraising Manager  |
| <b>Responsible to:</b>                | National Director  |
| <b>Primary Working Relationships:</b> | Friends International (FI) Directors, Head of Mission Partnership Development, Support Centre staff and Supporters |
| <b>Location:</b>                      | FI Support Centre at All Nations Christian College and home-based if necessary                                     |
| <b>Hours:</b>                         | Full-time (35 hours per week) but part-time could be considered  |

### **Overall Purpose:**

To develop and drive forward the fundraising function of FI in order to secure sustainable funding for the FI General and Strategic Growth Funds from all appropriate income streams including Trusts, legacies, major donors, regular supporters and churches.

### **Background**

FI is an evangelical mission agency dedicated to encouraging and equipping churches and Christian student groups to reach out to the approximately one million international students in the UK and Ireland. There is great potential benefit to the worldwide church when students return home as Christ's ambassadors. The ministry demonstrates a particular strategic value of fulfilling the great commission with the opportunity to reach students from restricted access countries.

FI has faithful individuals and churches who financially and prayerfully support individual staff under our Mission Partnership Development model. However, financial support to FI as a whole needs to be addressed, to provide good working resources for the organization, including to enable seed fund provision for new staff, particularly in new locations, so that they can start ministry quickly once selected.

The post-holder will be the fundraising element of a small team based at the FI Support Centre, with the Communications, Finance, Human Resources, Operations and Admin functions. Given the financial model of the charity, the post-holder must model and reflect the Christian ethos, mission, vision and values of FI in all aspects of the role, and be able to explain them to others, as well as accompanying other staff in prayer as they seek to raise the resources needed for ministry. There is, therefore, an occupational requirement for the post-holder to be a practising Christian in line with our ethos and statement of faith.

## **Key Responsibilities:**

### **1. Development and Fundraising**

- Devise and implement strategies to maximise income to the FI General and Strategic Growth Funds while diversifying revenue through donations, partnerships, and fundraising initiatives
- Research potential funding sources such as Trusts, prepare project proposals for grant applications, submit grant applications and maintain an effective tracking system to keep records
- Research and prepare presentation materials for use with potential financial partners and to make presentations (and assist Directors to make presentations) to individuals, churches, trusts and other potential financial partners to raise funds
- Build relationships with key donors and ensure that they are kept informed as to how their money is being used
- Work closely with Directors and Communications Manager to achieve the above goals
- Devise and implement strategies to raise the profile and broaden the prayer and financial supporter base of FI within the evangelical Christian community in the UK and Ireland
- Develop legacy campaigns in co-operation with FI Directors and Support Centre staff

### **2. Contributing to Friends International's National Ministry**

All staff are members of the FI family with all the privileges and responsibilities that entails. It is an individual staff member's responsibility to make themselves available:

- To attend staff conferences and team days
- To work with others to develop resources for use by all staff and volunteers
- To assist with training events in various locations
- To promote FI through speaking engagements

### **3. Support Raising**

This role is funded centrally by FI. However, in alignment with other staff who raise the support needed for their roles, it is expected that around 10% of salary costs will be sought as support from individual contacts and churches.

## **Person Specification:**

### **Personal qualities**

Because of the vision of FI all our staff should demonstrate love for those of cultures different from their own and value the contribution they bring to a team. As visible leaders in the Christian community we are looking for staff who will exhibit the following characteristics:

- A desire to glorify God in all they do
- An agreement to Friends International's Statement of Faith and a commitment to having their beliefs and behaviour continually shaped by the Word of God
- An agreement to Friends International's Ethos Statement
- A dependence on the Holy Spirit to guide and equip them
- A trust in God to provide for all their material needs
- An attitude of humble service
- Flexibility on secondary doctrinal and cultural issues, willing to work across the evangelical spectrum
- A commitment to the life of, and in good standing with, their local church
- A commitment to intercultural mission and an appreciation of the value of international student ministry

### **Attributes, Experience and Skills**

#### **Essential - attributes**

- a love for international students and a passion to use their skills in finance and networking to release further resources to enable effective long-term international student ministry
- Innovative and able to see opportunities and challenges and a natural networker within the specialist area of responsibility, keeping up to date with current trends
- A strategic thinker with a talent for detailed outworking of identified needs
- Able to build and maintain effective professional relationships, working relationally and collaboratively with diverse stakeholders

#### **Essential - experience**

- Fundraising experience including writing grant applications
- Experienced in taking overall charge of a programme, organising, able to do advanced planning, see the whole picture and move things forward

#### **Essential - skills**

- Having a good understanding of international student ministry and of the evangelical spectrum of churches
- Good communications skills (written and verbal)
- Presentation skills - gifted in effective communication in jargon-free language

- Administration skills – excellent writing and organisation skills, with high attention to detail
- Self-motivated, able to manage time and resources well in an unstructured environment
- Good understanding of data protection legislation and the principles of charity finance
- Willing to develop personal financial support and equip others to do so

**Desirable**

- Membership of Chartered Institute of Fundraising
- Educated to degree level or its equivalent
- Previous experience in faith based charity
- Committed to continuous professional development
- Intercultural mission experience

Please contact Diane Smith for further information:  
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