



Job Description and Person Specification: Trusts & Major Donors Fundraiser

Job Description

To develop and grow income across two significant income streams – trusts and major donors.

Core Duties and Responsibilities:

Trusts and Grants

- Identify and approach trusts and foundations that may support our mission work.
- Write tailored high-quality applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
- Ensure that all donations and grants are properly acknowledged in a timely fashion and all reporting requirements are met.
- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
- Identify budgeted activities that can be packaged as projects.
- Monitor restricted funds, to ensure that items within budgets are not double funded.

Major Donors

- Identify existing major donors and major donor prospects on our database.
- Develop stewardship and cultivation plans, including management of suitable engagement materials.
- Develop and organise major donor events and activities to deepen relationships with our major donors.
- Review & reignite portfolio of lapsed major donor contacts.
- Manage all communications to major donors, including thanking.
- Create a healthy and sustainable pipeline for major donor contacts.
- Develop high level funding opportunities to equip and inform pitches to major donors.

Contd.

General

- Support the Director of Fundraising and Communications in the development and implementation of a fundraising strategy to maximise income.
- Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals etc.
- Produce detailed annual action plans on specific areas of responsibility outlined above, identifying areas for growth and development and outlining measurable objectives.
- Ensure close collaborative working within the Fundraising and Communications team.
- Report regularly on key performance criteria.

Person specification

Essential

- At least one years' experience in Trusts or Corporate fundraising.
- At least one year's experience in Major Donor fundraising.
- Proven record of successful applications for substantial funding from Trusts and grant-making bodies.
- Demonstrable ability to develop relationships with Major Donors and Trusts.
- Competence with databases, Excel, Word and Outlook.
- Excellent relationship building and communication skills, both written and verbal.
- Knowledge of UK Trusts and Foundations.
- Great attention to detail.
- Good organisational skills and ability to plan own work.
- Good team player and willingness to be flexible.
- Proactive and self-motivated.
- Able to plan ahead and work within agreed timeframes.
- Knowledge of current regulations and fundraising best practice e.g GDPR.

Desirable

- Experience of researching Trust funding opportunities.
- Working within a charitable environment, preferably within a Christian charity.
- Member of Chartered Institute of Fundraising.

Other information

Job Title: Trusts & Major Donors Fundraiser

Reporting to: Director of Fundraising & Communications

Location: Head Office - Eynsham, Oxfordshire

Job Status: Full-time, office-based role

Salary: £35,000

Benefits: 25 days annual leave (plus Bank Holidays), Healthcare and Pension

Further details and application information: Please visit www.imjp.org/jobs or contact Henk Gouws, Director of Operations - hgouws@imjp.org

Please email your completed **Application Form** (download from www.imjp.org/jobs) with a covering letter to hgouws@imjp.org by **midday on Friday 21st June**.

We recommend that you evidence how you meet the requirements of the Job Description and Person Specification. All applications will be treated in confidence.

All jobs at International Mission to Jewish People have an occupational requirement under Schedule 9 of the Equality Act 2010 to be held by an active, practising Christian.