



Job Description

Job title: Trusts and Legacies Officer

Team: TOGETHER

Responsible to: Deputy Senior Lead of Income Development

Summary: As a Fundraising Officer you will be responsible for nurturing relationships with existing and prospective donors, with an emphasis on Trusts and other Grant Making funders. In addition to this, you will source, manage, and execute the funding bids writing processes and will support the rest of the Fundraising team as required.

Your work will impact, resource and expand our mission to empower and support youth workers and local communities in reaching young people with the good news of Jesus.

Promoting Positive Culture

As the Fundraising Officer, you will be part of a team which inspires supporters and potential donors to meet the needs of young people by enabling British Youth for Christ to resource, equip and support youth workers, the local church and local Youth for Christ centres across the Nation.

You will work collaboratively to manage and oversee a programme of funding submissions and applications to Trusts.

Promoting positive culture will contribute towards our values of being Courageous, Helpful, Relational, Innovative, Spiritual and Together.

Main Duties:

- Lead the submission and reporting of funding applications and proposals to Trusts.
- Identify and research new prospective Trusts, aligning them with project funding needs.
- Maintain and develop strategic relationships with Trust funders; holding responsibility for scheduling formal communications to serve these relationships.
- Prepare and deliver high quality presentation to Trusts and donors, online and in person, and/or on behalf of colleagues
- Work with senior leads to craft impactful and measurable funding proposals to Trusts
- Manage the recording and tracking of all Trust submissions and outcomes, ensuring projections are up to date. Utilising tracking tools and CRM database.

- To have a clear understanding of former, current and potential funding opportunities for Trusts and donors to support across the ministry of British Youth for Christ.
- To prepare and deliver high quality presentations to potential Trust funders and donors, online or in person or on behalf of colleagues.
- Monitor monthly income and provide regular progress reports and metrics for 1-1s
- Build collaborative relationships and positive within the team and across the organisation to support fundraising goals
- Support staff with their Personal Support fundraising efforts and targets, providing mentoring and efficient reviewing of their progress
- Co-manage online giving platforms and donor engagement programmes to ensure retention.
- Ensure all donations are processed and acknowledged promptly and accurately, and reports are available in appropriate formats
- Manage external relationships with suppliers for fundraising materials: assisting with mailing budgets including costs for design, print etc. Seeking quotes for printing of materials, liaising around print deadlines etc.
- Attend workshops and events to build relationships with current and prospective funders. Keeping abreast of the latest fundraising trends and governance/fundraising regulations.
- To work towards targets set by the Senior Lead of Together, in conjunction with the Deputy Senior Lead of Together (Income Development)
- To ensure fundraising activities are compliant with all relevant Fundraising, ISO and other regulatory or governance requirements in conjunction with Deputy Senior Lead of Together (Income Development)
- To support and attend fundraising events and exhibition stands for relationship building, nurture and networking.
- Develop and maintain both internal and external contacts and build a thorough understanding of the work of Youth for Christ, its business plans and strategic priorities.
- Assist with the organisation of fundraising events as required
- To assist with managing the portfolios of legacy and in memory donations as required.
- Take responsibility for ensuring that full records of all contacts are maintained on the fundraising database.
- To assist with developing and implementing a programme for donor recruitment, retention and uplift programmes.
- Actively work to reduce our attrition rate by ensuring regular contact is maintained with donors.
- Use the fundraising database to analyse success rates to support the fundraising strategy.

Additional Duties:

- To be committed to and model all aspects of the ethos and values of Youth for Christ by involvement in corporate and individual worship, Bible study and prayer and by contributing positively to the culture of Youth for Christ, including mandatory team days and full team meetings

- To have an active Christian faith and be a committed member, in good standing, in a Christian Church
- Active youthwork practitioner involvement and supervision of a child/young person when working at a festival or Youth for Christ event
- To attend mandatory events such as commissioning, conference, team days etc.
- To represent Youth for Christ at external events, promoting and marketing on stands
- To attend mandatory safeguarding, GDPR and health and safety training on an annual basis and to comply with branding guidelines
- To work in a Christian context in line with the Youth for Christ Statement of Faith and Framework for Mission, and Code of Conduct
- To continue professional development in areas relating to the post and in consultation with relevant senior managers in Youth for Christ.
- To undertake other duties as required by your line manager

EXPERIENCE/ESSENTIAL:

- Experience of using a fundraising database.
- Proven experience of having met/exceeded financial or otherwise targets in previous roles.
- Experience of working in a fundraising role or sales/customer facing role.
- Proven experience of providing high quality written material.
- Experience of building and maintaining strong relationships.
- Experience of working within a team and individually to achieve success.
- Excellent computer skills and experience using a wide range of computer packages, including Microsoft packages.
- Excellent interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing.
- Excellent attention to detail and accurate record keeping.
- Ability to prioritise tasks and manage a busy workload.
- Experience of using a CRM Fundraising database.

DESIREABLE:

- Experience of developing and implementing a stewardship programme for donors.
- Proven experience of writing successful fundraising appeals.
- Experience of managing a portfolio of fundraising events for community fundraising.
- Experience of managing Legacy and In Memory donations.
- Experience of maintaining and reporting against budgets and feeding into the teams KPI's.