

Job Description

Key Relationships Coordinator

Background

BRF created its first focused Major Donor fundraising team two years ago. This now established programme will soon be growing with the addition of a Senior Key Relationships Executive. This is an exciting time to be joining BRF and to play a key role in raising the income needed to support our vision to see lives and communities transformed through our creative programmes and resources for individuals, churches and schools:

- Individual Christian growth – 226,000 copies of our publications (books and Bible reading notes) sold each year
- Resourcing individuals, churches and schools in the local community – BRF is the home of several effective programmes:
 - Messy Church – 3,500 registered Messy Churches and over 500,000 people attending a Messy Church each month
 - Anna Chaplaincy – improving the spiritual lives of older people; to date there are 149 members of the network of chaplains and volunteers working actively with 10,000 older people each month
 - Barnabas in Schools - Teaching of Christianity in primary schools; 29,000 children experience our Barnabas RE Days and related events each year
 - Parenting for Faith – providing effective and easy ways for families and carers to guide children of all ages towards finding God in the everyday through the free video course and other resources
 - Children’s and family ministry – working with churches and families through our websites and published resources (over 158,000 visitors to Barnabas in Churches website)

The role

We are looking for someone who can support two key relationships executives with well-written proposals, analysis and research, utilise a wide range of stories and data, who is highly organised and with a passion for BRF’s work to be the **Key Relationships Coordinator**. If you fit the bill, we will give you training for this new role and the opportunity to work with a major donor consultant with over 30 years’ experience.

Main purpose: To support the key relationships executives in building relationships with major donors by providing relevant information, such as research, briefs, proposals and reports, in a timely manner. To collate project information and outcomes provided by programme staff.

Reporting to: Head of Finance & Operations

Location: BRF office, Abingdon

Hours: Full-time

Salary: £23,000 - £25,000 pa depending on experience

Main areas of responsibility

- Ensure that support from each major donor is maximised by understanding their funding potential and information needs, identifying opportunities for future support.
- Maintain a working knowledge of all prospects and donors.
- Research and analysis to support the major donor programme.
- Prepare first draft proposals and project briefs for the key relationships executives.
- Use the database to manage relationships ensuring all records are kept up-to-date.
- Refine procedures and systems necessary for successful prospect and donor management.
- Provide compliance support for fundraising regulations across BRF.
- Be an active member of the fundraising team contributing to planning, evaluation and creative ideas.

Skills and experience

Essential

- Excellent organisational and administrative skills
- Experience of liaising with staff to extract information (e.g. stories and latest projects) as required for donors by the executives
- Excellent written communication skills
- Excellent time management skills and ability to prioritise work
- Computer literate in Word, Excel and PowerPoint with a comprehensive understanding of CRM systems
- Strong commitment to the aims of the organisation

Desirable

- Experience in producing high-quality written proposals/project briefs
- Experience of gathering data and using Word, Excel and PowerPoint for report writing and presentation

Benefits

- 28 days' holiday per annum, including bank holidays
- Auto enrolment pension scheme (8% employer contribution, 3% employee contribution)
- Private healthcare (after 12 months completed service, subject to underwriting)
- Flexitime scheme (after successful completion of probation period)

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

To apply, please email your CV together with a covering letter, outlining how you meet the skills and experience required, to Sara Sheerin at sara.sheerin@brf.org.uk.

Closing date: 5:00pm on Friday 22 February 2019.



BRF takes privacy of personal data seriously. We will use your personal data to process your application and for no other purpose. We don't share applicant data with external parties except when taking up references or conducting a DBS check. We would always seek the applicant's permission before doing this. For unsuccessful candidates, records are destroyed after 1 year. Our full privacy policy can be found at brf.org.uk/brfs-privacy-policy.