

Fundraising Officer



**JOB TITLE** Fundraising Officer



**DEPARTMENT** Fundraising

**LOCATION** Home/London

**HOURS OF WORK** Full-time (35 hours p/w)

**CONTRACT** Permanent

**SALARY** £25,000 per annum - £30,000 per annum

**REPORTING TO** Anne Brown, Head of Key Relationships

Premier, Europe's largest Christian media charity, is seeking an enthusiastic and dedicated individual to join our Fundraising Team in the new role of Fundraising Officer. Our mission is to help people encounter God through media, and your contribution will directly impact our ability to continue sharing hope and inspiring faith.

# What you’ll be doing

This is a great development role if you want to learn about fundraising in a dynamic, busy charity. You’ll be working with a talented, successful team and will have an opportunity to learn multiple areas of specialist fundraising such as legacies and trusts.

In this role, you will have your own income target and will generate that income through small trust mailings and mid-level donations. Working as part of the Key Relationships Team, you will project manage high-value donor events, ensuring they run smoothly and successfully. You will also manage the administration of legacy gifts to Premier and ensure the legacy marketing programme runs to schedule.

**Apply today to become part of our dynamic team!**



Job Description / Person Specification

# Mission of Premier Christian Communications

Premier exists to help people encounter God through media.

# Purpose of role

As a member of Premier's Fundraising Team, you'll play a pivotal role in generating income through small trust mailings, mid-level donations and handling legacy administration. Your responsibilities will include project management of high-value donor events, ensuring they run smoothly and successfully. Your contributions will directly impact our ability to continue sharing hope and inspiring faith through media

# Tasks and duties

## Trusts and Legacy Fundraising

* Full-cycle ownership of a small grants programme –including research of trusts, sending out applications (not necessarily writing applications), monitoring, thanking
* Legacy administration including responding to incoming notifications, liaising with finance, sending letters to executors, monitoring income and following up to ensure all legacy gifts are received in a timely manner.
* Oversee the Legacy marketing programme ensuring the activities are kept to schedule, liaising the appropriate departments to support.

## Key Relationship Fundraising

## Holding a small portfolio of mid-level givers, implementing a regular comms plan and maintaining relationships with individuals to maximise donations to Premier

* Ensure delivery of the department’s plans and activities with the support of a project management tool. You will watch deadlines, chase as needed and clarify actions and next steps.

## Submit data requests for donor communications and draft copy.

## Project management of small high-value key relationship events.

## Provide research to support the Key Relationship managers

## Donor correspondence including outbound thank calls and cards

## Administrative Support

* Sending template correspondence to ministry partners ahead of radiothons
* Purchase of radiothon incentives – placing orders, organising deliveries, etc
* Other administrative duties from time to time, such as raising POs.

## This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements at any time, after discussion with the post holder.

## Qualifications and experience

* Professional qualification in fundraising (desirable but not essential)
* Good demonstrable experience in project management and/or external facing client management
* Experience in fundraising (desirable but not essential)
* Experience in providing team support (essential)
* An understanding of media and web (desirable but not essential)
* Experience of working in a busy, high-pressured environment
* An understanding of the charity sector in the UK
* Degree educated (desirable but not essential)

## Personal qualities / key attributes

* Excellent communication, both verbal and written, at all levels
* Excellent attention to detail
* Organised, efficient and able to effectively prioritise a diverse workload
* Proficient IT skills and related software packages (Raisers Edge / Iplicit)
* Ability to handle and own multiple projects
* Pro-active and show initiative
* Team player with an ability to work in a flexible and collaborative way
* Ambitious and proactive nature
* Strong sense of ownership
* Driven by results while maintaining a strong sense of teamwork

## Other requirements

* Able to work out of hours during any emergency or critical incident
* Able to travel to Premier’s London office as and when required
* This role has a genuine occupational requirement for the post holder to have a personal Christian faith



# Our Strategy and Values

## Premier’s Strategic Priorities

Throughout its history, Premier has consistently been at the forefront of innovation, breaking new ground

despite challenges and opposition. In today’s fiercely competitive market and challenging cultural landscape, technology provides us with new avenues to reach and serve spiritually hungry people globally.

Despite constraints such as our temporary office space with limited studios, Premier’s dedicated team, strong market position, solid reputation, and innovation form a robust foundation for future growth. This strategic direction sets the overall course and objectives for our organisation.

It is crucial for each Premier team member to understand how their role contributes to our strategic direction on a day-to- day basis. We want our employees to see the bigger vision and know why their contributions matter.

**Premier exists to help people encounter God through media.**

# Our Strategy and Values

## Premier’s Culture

The way we behave towards others and our work impacts whether or not we are effective. Ultimately, our culture

is shaped by our Christian ethos. Our history as a media organization has also shaped us in a uniquely dynamic way. When we use our values to make decisions, we make a deliberate choice to focus on what is important to us.

When our culture is embodied in our actions, it creates the environment for successful performance, sets the tone for other employees and helps to provide the best experience to those we serve.

# Premier people are

**Honest**

We tell the truth, admit mistakes and share credit

**Loving**

We serve, look after, forgive and encourage one another

**Excellent**

We create top quality work efficiently and strive to get things right

**Creative**

We find innovative ways to achieve our mission and problem solve

**Dynamic**

We adapt quickly to changing circumstances