

SAT-7 TRUST JOB DESCRIPTION

Trusts Fundraiser



Job Title: Trusts Fundraiser
Reports to: Executive Director
Location: SAT-7 Trust Ltd, Chippenham
Hours: 22.5 hours per week (flexible working and term time only will be considered)
Salary: £21,000 - £25,000 (pro rata) depending on experience

Specific Occupational Requirement (SOR): There is a SOR for this role to be filled by a Christian under the provisions of the Equality Act (2010)

Job Purpose

The Trusts Fundraiser will play a key role in resourcing SAT-7's work of supporting the people of the Middle East and North Africa. The job holder will work as part of the Fundraising team securing income from grant-making bodies.

Job Responsibilities

The role has two primary requirements:

1. Writing compelling proposals and reports to attract funding from grant-making trusts and organisations. Applications must meet the funding remit, deadlines and requirements, and be submitted in a timely and engaging manner.
2. To research and identify potential funders and develop successful relationships to maximise long-term support.

Other responsibilities include:

3. Working across SAT-7 (including internationally) to identify projects requiring funding and source material for proposals/reports, including budgets. This may require the occasional visit to a SAT-7 location in the Middle East.
4. Maintaining systems to ensure that all grants are correctly managed, communications with grant makers are scheduled, accurate records are kept and reporting deadlines met.
5. Assisting with other duties of the Communications and Development team as required.

Spiritual commitment

- Committed to SAT-7 Trust's Missions, Values and Beliefs.
- Contribute to maintaining Christian standards within the SAT-7 working environment
- Participating fully in the life of the SAT-7 team, including staff prayers and team days.
- Committed to maintaining own spiritual development and relationship with God e.g. through personal bible study and prayer

Notes

This Job Description is not exhaustive and changes may be required as the organisation develops. Changes to the role will be carried out in consultation with the holder of the post.

Person Specification

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
PROVEN ABILITIES / EXPERIENCE	<ul style="list-style-type: none"> • Strong writing skills, including those needed for proposals and reports • Good interpersonal skills; able to communicate effectively via phone, email and in person with individuals from a variety of backgrounds 	<ul style="list-style-type: none"> • Two years' experience in Trusts and Foundations Fundraising with proven track record of success • Experience of working in the charity sector.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Attention to detail in all aspects of work • Strong research and analytical skills including use of the Internet, telephone and publications • Ability to take initiative and solve problems • Well organised; consistently delivering on agreed deadlines • Numerically literate • Ability to use email, Microsoft Word, PowerPoint, Excel, and database systems 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed and growing Christian, passionate about mission • Committed to SAT-7's ethos and values • Self-motivated and able to prioritise work • Eager to grow and develop; welcomes constructive feedback • Ability to deal with conflict quickly and constructively 	

Further information:

To find out more about SAT-7, visit www.sat7uk.org