



Job Description

Job Title	Supporter Development Coordinator
Location	Torch House with some flexibility if needed
Reports to	Head of Central Services
Responsible for	No line management
Hours	30 to 35 hours/week
Salary	Band S4, £22,400

This is a role with an occupational requirement of being a practising Christian, due to the importance of engaging with Torch's largely Christian supporters and representing Torch externally.

Main Purpose

1. To lead Torch's engagement with all the different types of supporter, increasing their awareness and commitment to supporting Torch's work through volunteering, prayer and financial commitment.
2. To grow Torch's income from all sources including individuals, groups, churches, grant-making trusts etc

Main Duties and responsibilities:

- Deliver and continue to develop a programme of activities and engagement that will implement our stewardship and sustainability strategy, in keeping with our Ethical Funding Policy and Supporter Promise.
- Develop flexible supporter pathways with a clear pattern of touch points appropriate to each group of supporters.
- In coordination with colleagues develop an annual plan for supporter engagement and development in line with Torch's strategy and annual priorities.
- Work with colleagues and contractors to develop and deliver excellent communication materials to keep supporters engaged and informed about Torch's work.
- Engage with staff across the organisation to enlist everyone in promoting fundraising activities.
- Coordinate and support the work of other staff as they engage with existing and potential supporters ensuring that supporters have a coherent experience in their engagement with Torch.

- Work with staff running services to identify areas which might attract grant funding, investigate suitable grant makers, coordinate the development of proposals and lead the engagement with identified and seek grant funding for appropriate projects within Torch.
- Build and manage relationships with appropriate trusts, foundations, churches and other funders.
- Monitor the impact of fundraising appeals ensuring lessons are learned and applied to future plans.
- Update and analyse donor, funders and trust data.
- Write reports or prepare presentations to communicate fundraising information.
- Attend or lead, as necessary at Torch events and exhibitions to promote Torch and secure further donations, legacies or funding partners.
- Undertake such other duties as the Head of Central Services or CEO may from time to time determine in keeping with the overall aim of this area of ministry.

Person Specification:

- Ambitious with a flexible approach to work and excited by the opportunity to shape the future of fundraising at Torch Trust.
- Demonstrable experience in fundraising roles, across a number of disciplines, especially trusts and individual giving with a good understanding of fundraising regulations and best practice.
- Sound understanding of what motivates individual and organisational donors to support faith-based charities.
- Excellent communication and interpersonal skills demonstrating the ability to work collaboratively with a range of different stakeholders including volunteers.
- Able to fully support Torch's values as a committed and practising Christian with an active personal relationship with God.
- Confident in I.T. and a range of business systems and processes.
- Display characteristics such as being proactive, creative, and able to use initiative. Furthermore you will be reliable, always on time with a committed work ethic always looking for what is the next task.
- It will be essential you are well organised, able to plan ahead, work independently and organise time effectively.

Contract and Work Pattern

This is a permanent contract with some flexibility between 30 and 35 hours per week. The working pattern will be varied and may include weekend / evening work as needed.

Tim Jeffery
December 2020