



Arthur Rank Centre

CONFIDENT RURAL CHRISTIANS

ARTHUR RANK CENTRE

The Arthur Rank Centre is an ecumenical national charity, which resources, trains, and advocates for rural Christians, rural churches and the communities they serve. Our vision is of confident rural Christians, encouraged to engage in effective mission and ministry.

As we begin our next five year strategy period, we have increased our capacity to deliver excellent service, whilst seeking to become financially sustainable. We expect a time of change and growth, as we discern and follow God's call upon us.

Job Description

Job Title:	Charitable Trust and Corporate Fundraiser
Responsible to	CEO
Working Hours:	18 hours to be fixed by agreement
Salary:	£30,000 - £ 32,000 full time equivalent
Location:	Stoneleigh Park, Warwickshire and some travelling (At home during Covid-19 pandemic)

Job Summary

You will lead our actions to become a financially sustainable charity. Working with our small team to understand our ways of meeting our charitable objectives, you will develop and maintain diverse income streams for Arthur Rank Centre, from Charitable Trusts and Corporate Sponsors. We are a relational organisation and every colleague will need to be aware of what you are doing and of how they can each support your work. We want to grow our financial support for our core costs as well as particular workstreams and you will be expected to work towards appropriate target of at least £70k. You will work particularly closely with the Individual Giving and Supporter Engagement Fundraiser.

Responsibilities

Prepare tailored and compelling applications to trusts and other institutional funders and sponsors, in liaison with the CEO and relevant staff.

Research and identify potential new funding sources and make successful applications, working with the wider team to understand needs, outcomes and impacts.

Maintain and develop relationships between the Arthur Rank Centre and past funders, as well as building fruitful relationships with new ones.

Ensure that appropriate information is gathered on funded projects and provide accurate and timely external reports to funders.

Research potential networking events where Arthur Rank Centre would benefit from an appropriate level of representation.

Corporate

Identify and develop new relationships with corporate partners and prospects. Responsible for securing sponsorship of events, general donations, 'Charity of' and other activities.

General

- Ensure Arthur Rank Centre staff team understand terms of bids and any requirements made by funders. Work with colleagues to ensure workstreams are planned accordingly.
- In conjunction with the Individual Giving and Supporter Engagement Fundraiser and the CEO develop and implement income generation plan for Arthur Rank Centre core costs, and for its various workstreams.
- Produce reports highlighting key analytics as required.
- Represent the Arthur Rank Centre nationally and regionally where appropriate to promote the organisation or brief other members of staff, trustees or ambassadors who could attend.
- Engage with our existing supporters, maintaining appropriate relationships, and build new supporter relationships, drawing on the skills of colleagues as necessary, and suggesting new means of communication where appropriate.
- Attend meetings where input is required.
- Work closely with our finance team and colleagues so that we build on past performance to create realistic budgets and make realistic requests to our supporters.

- Undertake other work reasonably required by the CEO.

Person Specification

Essential

- The jobholder must be in sympathy with the Christian ethos and aims of the Arthur Rank Centre
- Proven track record successful bid writing
- Skilled in business development and relationship management
- Excellent IT skills, including proficiency in the use of all aspects of Microsoft Office including CRM (Salesforce)
- Comfortable networking with a wide variety of supporters and stakeholders
- Excellent written and verbal communication and presentation skills, for financial information as well as impact description
- Ability to organise workflow to meet deadlines.
- Ability to work collaboratively and effectively as part of a small team and independently
- Valid UK Driving Licence
- Understanding of the voluntary sector
- An ability to consider strategic fundraising development of the Charity and offer relevant views

Desirable

- Member of the Institute of Fundraising, or access to similar peer support and professional development
- Flexible and relaxed approach to changes of location, systems and personnel.
- Good understanding of Church structures and rural living