



THE FOUNDATION FOR RELIEF AND RECONCILIATION IN THE MIDDLE EAST

www.frrme.org

FUNDRAISING CONSULTANT

Role Description

Are you positive and results-driven with an impressive track record in fundraising?

We are looking for someone ambitious who wants to take an active role in developing and driving forward our fundraising strategy to meet our growth plans. If you have experience in trust, foundation and grant writing, relationship building, engagement and stewardship of donors, this role is for you. You must have varied hands-on fundraising skills. The Fundraising Consultant will work as part of a small team, to increase the contributions of Trusts and Foundations, Development Agencies, businesses, schools, church and community groups by building relationships and developing new fundraising opportunities.

You will have experience of successfully developing and supporting fundraising within a charity, events or marketing role.

We're looking for somebody who wants to help persecuted minorities in the Middle East, who shares the values of FRRME to maximise and build on what we have achieved to date. You must relish a challenge and be keen to develop your own skills to take yourself and FRRME to the next level!

Terms

Up to £30 per hour depending on experience and track record. The charity is seeking a consultant to work 10-15 hours per week. The initial contract is for a 6 month period.

Context

FRRME is an interdenominational Christian charity committed to working with persecuted religious minorities in the Middle East but currently focussed on Iraq and Jordan. We aim to help re-build lives and restore hope, by engaging with minority communities and the disadvantaged, by confronting injustice, mistrust, poverty and exclusion and by facilitating open communications through local grassroots partnerships and practical projects in education, training and health care. Our flagship projects are the Nineveh Seed Programme which aims to help Christians returning to their homelands to re-build their livelihoods and communities, the St George's Clinic in Baghdad which provides free health care to everyone regardless of ethnicity or religion, and the Olive Tree Centre in Jordan which supports refugees of all ages and faiths but with a particular focus on refugee Iraqi Christians.

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Registered Charity No. 1133576 • Company Registered in England & Wales

Responsibilities and Duties

Fund Raising and Account Management

- Manage a portfolio of trust, foundation and grant supporters to cultivate strong, long-lasting partnerships
- Develop persuasive fundraising proposals and reports to increase donations from new and existing supporters
- Support the management of a portfolio of corporate partnerships including meeting with stakeholders, stewardship and contributing to impact reporting
- Build strong relationships with funding partners, both face to face and on the telephone
- Support management of income and expenditure for project budgets, communicating with both internal and external stakeholders
- Work closely with the FRRME UK team to maximise funding opportunities and share learning

New Funding

- Identify a pipeline of new opportunities in trusts, grants, foundations and corporate to secure new income for FRRME
- Maintain records and analysis of new funding secured

Communication

- Work closely with the FRRME team on communications activity to ensure the activities of individuals and milestones of donors are promoted and celebrated through our social media and PR channels
- Support communication plans to keep donors regularly informed of our impact

Person specification

Experience

- Minimum of two years Individual giving/fundraising experience with proven experience of achieving income targets
- Experience of supporting or developing fundraising partnerships and maximising fundraising opportunities
- Experience of securing gifts from trusts, grants and foundations
- Experience in writing compelling funding applications and impact reporting
- Experience in prospecting for new business and stewarding donors face to face
- Experience of customer care in a charity or sales environment
- Experience in keeping good administrative records
- Excellent communication skills both verbally and in writing. Able to communicate clearly across a wide range of audiences.

Skills, knowledge and abilities

- Knowledge of trust, grant and foundation fundraising, particularly around restricted funding
- Skilled at managing donor relationships and knowledge of corporate or community fundraising
- Excellent communication skills, good persuading skills and good writing skills
- Excellent numeracy skills and use of Excel
- Good relationship building skills, both inside and outside an organisation
- Ability to work to meet objectives and deadlines
- Ability and experience of working well in a team

Values and behaviours

- A commitment to Christian values of tolerance, compassion and sensitivity to the plight of the persecuted
- An appreciation of FRRME's mission and strategy – Hope, Help and Healing for persecuted Christian and other religious minorities
- Flexibility of approach and ability to work in a team
- Proven ability to develop and maintain good working relations, with both internal and external audiences