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# 24-7 PRAYER: FUNDRAISING COORDINATOR

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## THE ROLE

**We are looking for someone amazing to join the 24-7 Prayer team!**

We are looking for a passionate, experienced fundraiser to join the 24-7 Prayer International team. Based in our head office in Woking, UK, the Fundraising Coordinator will implement our fundraising strategy, effectively tell our story and expand our vision and reach all over the world.

We need a strong communicator who is highly organized and highly motivated, You will have the ability to carry and share vision within and outside of the organization, as well as motivating others to do the same. You are as happy speaking to major donors as you are managing data and budgets.

You'll also be passionate about prayer and eager to be part of a small, friendly office culture; a great team player in a fast-paced organisation.

If you'd like to apply for the role, please send an email explaining why you're interested in joining us and any connection with 24-7 Prayer you may have, along with your CV to Georgina Micklewright at [recruitment@24-7prayer.com](mailto:recruitment@24-7prayer.com).

**Closing Date for applications: 23<sup>rd</sup> February 2020.**

(All applicants must have an existing legal status to work and reside in the UK.)

### About 24-7 Prayer International

**24-7 Prayer began as one simple prayer meeting in 1999, and is now an international, interdenominational movement, reviving the church and rewiring the culture through non-stop night and day prayer.**



## JOB DESCRIPTION

<b>Postholder:</b>	<b>Fundraising Coordinator</b>
<b>Line Managed by:</b>	Chief of Operations (COO)
<b>Salary:</b>	£26,000 - £28,000 pro rata depending on experience
<b>Contract Type:</b>	Permanent, full time.
<b>Role Scope:</b>	Management of all fundraising activity within 24-7 Prayer
<b>Role Description:</b>	The Fundraising Coordinator is responsible for overseeing 24-7 Prayer's fundraising activities, giving advice and guidance as well as managing day-to-day fundraising operations.

### **Key Responsibilities:**

- Develop the fundraising and development strategy alongside the fundraising taskforce, to raise income in line with set targets and the agreed annual budget
- Grow and sustain income across multiple fundraising streams, including; individual giving, major giving, grant-making trusts and regular appeals
- Research, write and project manage fundraising applications to new and existing trusts and grant bodies
- Keep abreast of changes in market practices and trends in charitable giving both nationally and internationally
- Regularly gathering data of the movement's activities and impact
- Advise senior leadership on fundraising and appeal strategies
- Make and assist with presentations about 24-7 Prayer to potential and current donors
- Build strong relationships with current and potential donors and ensure that ongoing support is appropriately recognised
- Work alongside the communications team to ensure 24-7 Prayer is 'heard' nationally and internationally, particularly during fundraising campaigns throughout the year
- Overall responsibility for managing and maintaining the existing CRM system
- Monitoring online giving from one-off and regular donors
- Regular report writing to existing funding trusts and foundations
- Compiling reports for other senior leaders as and when required
- Manage communications with regular donors about what is happening in the movement
- Keep databases updated as necessary

### **Key Requirements & Skills**

- Excellent communication and networking skills. Able to influence and persuade a wide range of stakeholders and facilitate strong relationships with people inside and outside of the charity
- Highly organized with a track record of successfully working to deadline and prioritizing tasks
- Ability to be self-motivated, with a pro-active approach to problem solving
- Able to display patience, resilience and optimism in the face of periodic pressure

### **Additional Comments:**

- The Postholder will be expected to maintain a living relationship with God and live consistently according to biblical principles
- Reasonable time will be given for retreat, prayer and personal spiritual development in liaison with your line manager