
Philanthropy Executive

Resurgo Trust

Are you an organised and self motivated individual with strong administrative skills and an eye for detail, exploring a career in fundraising in the charity sector?

Reporting to the Head of Philanthropy, the Philanthropy Executive is responsible for coordinating individual giving and providing general support to the Philanthropy team, including maintaining internal processes and databases, and project managing smaller fundraising events.

This role is especially suited to a recent Graduate passionate about Resurgo's vision to transform society, and is a great opportunity to learn and build a broad knowledge of fundraising.

About us

Who we are?

Resurgo means to rise up again.

It describes our belief in the unbelievable difference we can all make when we rise up together to transform society.

In 2016 we were listed as one of the UK's Best Workplaces in the 'Great Place to Work' Awards.

In 2017 we won the Princess Royal Training Awards which honours employers that have created outstanding training and skills development programmes.

Our Existing Initiatives

- **Spear**, an award-winning programme run in partnership with local churches to help young unemployed and disadvantaged people into work or education. We're delighted that over 75% of completers are still in work a year later.
- **Resurgo Ventures**, supporting emerging social entrepreneurs to make a positive impact on society through mentoring and Accelerator programmes.
- **Resurgo Consulting**, providing coaching services to organisations enabling them to improve trust, increase workplace satisfaction and achieve better outcomes.



Responsibilities

Individual Giving

- Coordinate the programme for regular givers, ensuring individuals receive regular communication on the work and funding needs of Resurgo.
- Work with the Head of Philanthropy on initiatives to increase the number of regular givers
- Manage procedures and processes for regular givers and lower-level one off givers, and actively look to improve and develop these
- Manage and update internal database with donation information

Fundraising events

- Coordinate sponsored events and manage the Big Give appeal, including planning and co-ordinating internal communication

- Work with members of the Philanthropy team to manage the logistics for donor events, from small scale drinks evenings to regular Spear Celebration evenings
- Oversee the Philanthropy team events and communications calendar, and keep the team updated

Wider Team Support

- Provide general support to members of the Philanthropy team when required, and provide support to the Major Donor team, including research on prospects and current donors to ensure a tailored approach.
- Be the first point of contact for external queries, passing them on to the relevant team member
- Manage the Salesforce database for the team, including pulling reports, creating mailing lists, creating event campaigns.

- Further develop processes to ensure effective working of the whole Philanthropy team

Volunteer Support

- Work with Philanthropy team members and other Resurgo teams to manage and maximise opportunities for volunteering on Resurgo and Spear programmes

Active Participation in and support for Resurgo's team and mission

- To help build and develop Resurgo's ethos and Christian life as a team member including leading and contributing to daily collective and personal prayer meetings as an integral part of Resurgo's operation and for the success of its mission.

Person Specification

- Ability to personally represent the Christian values of Resurgo
- Self-motivated and able to exercise initiative
- Effective administration and organisational skills with a high attention to detail, and an enjoyment of processes and database work
- Project management skills/experience, including the ability to organise events
- Excellent interpersonal and communication skills
- Good time management skills with ability to prioritise workload and meet deadlines under pressure.
- Experience of/ability to use databases
- Microsoft Word, Outlook, Excel and PowerPoint competent
- Commitment to Resurgo's mission to transform urban communities

Working Requirements

- Full-time: Monday – Friday 9.30am - 5.30pm.
- Occasional evening meetings and charity or team building events outside of hours as required by the role.
- 25 days' annual leave and time off between Christmas and New Year.
- Participating in the wider staff team including taking an active part in weekly staff and prayer meetings and key events, such as staff conferences.

Additional Information

Salary & Benefits

- Salary £24,000-£27,000 dependent on experience
- Pension scheme: 3% employer contribution
- 25 days holiday plus Christmas 'gift days'- the days between Christmas and New Year
- Attendance on 'Coaching for Leadership' course- iLM accredited 5 day programme of coaching training over 2 months (valued at £2,500).
- Annual Summer and Christmas Conferences (one residential) which include, teaching, worship, delicious food and country walks.
- Employee Assistance programme: a confidential support service for employees
- Option to take advantage of Give as you Earn (GAYE)

How to Apply

Please complete the application form on our website www.resurgo.org.uk/resurgo/work-with-us and submit it with your CV to recruitment@resurgo.org.uk

Recruitment Timetable

Deadline for applications: 10th March 2019

Applications will be reviewed throughout the application period and phone interviews will be conducted throughout, so please submit applications as soon as possible.

Queries

If you wish to have an informal discussion about the role, please email the People and Culture team (recruitment@resurgo.org.uk) to arrange a time.