

Donor Relations Manager

Resurgo Trust

Are you a confident communicator with a passion for our vision to inspire society?

This is an exciting opportunity to join a vibrant and growing team within Resurgo. This role centres around managing a caseload of high net-worth individuals (major donors), helping to increase income in this area, and assisting the wider Philanthropy Team in meeting their overall annual target. This will include helping to further develop and deliver the major donor strategy, in keeping with Resurgo's mission to be an expression of the Christian life and faith.

You will be a proactive self-starter with excellent organisational and communication skills, and outstanding people skills, able to quickly gain the trust and confidence of others.

About us

Who we are?

Resurgo means to rise up again

It describes our belief in the unbelievable difference we can 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 increase trust and improve outcomes.



Responsibilities

Relationship management of major donors

- Develop and manage relationships with a caseload of major donors, keeping them updated on the work of Resurgo and informed of funding opportunities, with the aim of increasing their support over time.
- Continue to look for opportunities to develop this area, including reviewing the external landscape of major donor fundraising
- Develop individual engagement and stewardship plans for existing major donors and new prospects
- Provide individual updates for key donors and devise tailored communications for lower level major donors
- Communicate directly with key donors, meeting regularly with them, speaking to them over the phone and via email, and where possible giving them the opportunity to see our work first hand.
- Maximise support for the work of Resurgo, asking for financial support at the right time

Identifying and cultivating prospective major donors

- Identify and contact new prospects, undertaking research required
- Work with other teams including Corporate Partnerships team to identify and further engage high level individuals at companies
- Work with high level volunteers including Trustees and the Fundraising Working Group to identify and cultivate new prospects

Communications

- Develop compelling proposals and other materials for major donors, tailoring appropriately for individual donors

Data Management

- Use current systems to capture information on donors and prospective donors that can be used to meet fundraising and communications objectives.

Income monitoring and reporting

- Set income targets for your caseload and regularly monitor and report on income

Events

- Support the Senior Donor Relations Manager to deliver a programme of strategic events to further engage both current donors and new prospects with Resurgo's work (e.g. cultivation, fundraising and stewardship)
- Work closely with Resurgo Party Event Manager and the Head of Philanthropy in planning and executing the annual fundraiser, with particular responsibility around managing guest relationships.

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

- To help build and develop Resurgo's ethos and Christian life as a team member including participating in collective and personal prayer for the success of Resurgo's mission.

Person Specification

- Experience of developing and managing relationships with key external contacts for an organisation.
- Outstanding people skills, capable of quickly winning the trust and the confidence of people from all walks of life.
- Excellent written communication skills including ability to produce superb and accessible copy.
- Strong organisational skills including the ability to establish appropriate processes and structures.
- Strong quantitative skills including ability to work with Excel
- Self-starting ability, capable of acting on own initiative
- Ability to personally represent the Christian values of Resurgo

Working Requirements

- This role is offered at between 3-5 days per week, on a fixed term contract (12 months)
- Resurgo working hours are 9.30am - 5.30pm
- Occasional evening meetings as required by the role
- Occasional charity or team building events outside of hours
- 25 days annual leave pro-rata 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 the staff conference

Active Participation in Resurgo 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.

Additional Information

Salary & Benefits

- £30,000 - £35,000 (dependent on experience)
- 25 days annual leave, as well as Bank Holidays and Christmas 'gift days'- the days between Christmas and New Year
- Pension Scheme
- Access to the Employee Assistance Programme (EAP): a confidential support service for employees
- Ability to take advantage of Give as you Earn (GAYE)

- In-House Training: As part of your role you will complete our Coaching for Leadership programme, which involves 3-4 days of coaching training and expertise and personal development.
- Staff Conference: As well as a Spring and Summer day away, you will join the team on a two-day conference for all staff, hosted by the Senior Leadership Team, to reflect on the year and set goals for the year ahead.
- Personal Development: you will set personal development goals with your manager who will be invested in seeing you grow and develop in your role

- Coaching Culture: you will be part of an amazing organisation that has a strong coaching and feedback culture that allows its staff to thrive.
- See lives changed!: Resurgo believes in seeing lives changed for good. You will get to be a part of it.

How to Apply

Please complete the application form and submit it with your CV to recruitment@resurgo.org.uk

Recruitment Timetable

Deadline for applications: 7th April 2019

Interviews: *Interviews will be taking place on a rolling basis throughout the application period*

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.