
Trusts & Foundations Executive

Resurgo Trust

Are you a passionate individual with an interest in social impact and fundraising, and strong communication and research skills?

Reporting into the Trusts & Foundations Manager, the Trusts & Foundations Executive will be responsible for building relationships with a personal caseload of Trusts and Foundations, writing funding proposals and statutory funding applications, and providing support to the wider Philanthropy team. The Philanthropy team's vital work supports Resurgo initiatives including the award winning 'Spear' programme, which works with disadvantaged young people to get them into work, education or training.

About us

Who we are?

Resurgo means to rise up again.

It describes our belief in the unbelievable difference we can all make in the world around us 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

Build relationships

- Build relationships with a personal caseload of Trusts and Foundations (both current donors and prospects). Plan approaches and engagement for the donors in your caseload
- Update the internal database with all donor interactions, donations and other communications as needed

Write applications

- Write funding proposals, applications and reports to meet deadlines.
- Assist with writing general communications from Resurgo for Trusts
- Support the Trusts and Foundations Manager on larger applications and reports as required

Research

- Carry out research to identify new trust prospects for the team to approach, and support the Trusts and Foundations Manager with managing the prospect pipeline
- Provide support to the Major Donor team, including research on prospects and current donors to ensure a tailored approach

Statutory fundraising

- Support the Trusts and Foundations Manager in managing our offers on the Department for Work and Pensions Dynamic Purchasing System and respond to requests to tender for contracts (prior experience helpful but not required)
- Complete reporting as required

Support to the wider Philanthropy team

- Provide general support to the wider Philanthropy team such as writing proposals, running reports, helping with events and any other tasks as required

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
- Excellent communication skills, particularly strong writing skills (both technical and relational), and with a high attention to detail
- Excellent interpersonal skills, with the ability to build good relationships with people at all levels
- Experience of writing grant applications would be advantageous, however this is not essential if you can demonstrate similar transferable writing skills
- Experience of working to deadlines
- Self-motivated and able to exercise initiative
- Effective administration and organisational skills
- Good time management skills with ability to prioritise workload and meet deadlines under pressure.
- Microsoft Word, Outlook, Excel and PowerPoint competent.
- Experience of/ability to use databases
- Commitment to Resurgo's mission to transform urban communities

Working Requirements

- Part-time (2.5 days a week).
- Occasional evenings per term (for events such as Spear Celebration evenings and the annual Spear fundraising party).
- Occasional staff development and training events
- 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

Additional Information

Salary & Benefits

- Salary £25,000-£28,000 pro-rata dependent on experience
- Pension scheme: 3% employer contribution
- 25 days holiday pro-rata plus Christmas 'gift days'- the days between Christmas and New Year
- Attendance on 'Coaching for Leadership' course- iLM accredited 5 day programme of leadership 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 from early January, 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.