**Rhema Partnership**

**Job specification – Fundraising Manager**

**ABOUT THE CHARITY:**

The Rhema Partnership is a small, grass roots, Christian charity which exists to fundraise for our Indian Partners based at the Rhema Garden, South India. The key areas we support them in are: (1) orphanage programme (2) school for children with disabilities (3) feeding programmes (4) medical center and health care provision (5) Bible college training, and (6) church planting initiative from where we can develop our social programmes.

**ABOUT THE ROLE:**

An exciting opportunity for a paid, fully flexible role has become available within our small team. We are currently looking for a Fundraising Manager to work alongside our Director to develop and implement our fundraising strategy. The right person would be responsible for raising money primarily through trust applications and sports events organisation although if you had other areas of expertise or ideas for fundraising, we would welcome these. Developing our schools Mission Trips programmes would also be a key element of the role, looking to support groups travelling out to India.

The person would be required to work well on their own and use their own initiative to consider what would work best for the charity. There would be a fair amount of autonomy for the right person, although all major decisions / spending would require sign off from the Chairman. The Fundraising Manager would work alongside our Charity Director.

**KEY RESPONSIBILITIES:**

* **Trust applications:** We are able to raise substantial funds for capital projects through Charitable Trust applications. This would entail working with our Indian team to write a proposal based on the needs we have (for example – raising funds for a nursery school so mums can go to work), submitting the proposal in the format required by the granting Trust. Upon successful receipt of funds, thanking the Trust and reporting back to them usually within a year to show how funds have been used. This would entail working with our Indian team again to identify how successful the project has been and the impact it has made. Report back to the Charitable Trust and (depending on time restrictions, applying for funds for a new / different project).
* **Sports Fundraising**: This would entail investigating various sporting events and their corporate packages (ie. Tough Mudder / marathons). Identifying a package that would most suit the Rhema Partnership. Through our social networks and existing contacts, encourage teams to sign up and fundraise for Rhema. Encourage and share their progress through social media and our existing networks.
* Working with our churches to hold annual events whereby we could provide an update of activities within the Rhema Garden (particularly after trips to India or when Archbishop Samuel is visiting the UK).
* Work with the Chairman to continue to develop a schools mission trip programme, which would include direct contact with the schools for planning, supporting fundraising initiatives in the schools and keeping in contact with pupils on our Alumni Programme.
* Processing donations and grant payments raised through fundraising campaigns through our existing systems. Maintaining electronic and paper filing systems for governance purposes. Acknowledging donations and writing thank you letters.

**SKILLS REQUIRED:**

* Excellent organisational skills
* Initiative to pursue new channels of funding and opportunistically taking advantage of donation possibilities.
* Ability to manage budgets and hit fundraising targets.
* No prior experience necessary, just a passion for helping transform the lives of those in the developing world.

**CAREER/TRAINING OPPORTUNITIES:**

* The Rhema Partnership is an innovative, dynamic charity which is looking to grow exponentially over the coming years. Due to the size of the charity, there is large potential for career development, being innovative and having a fair amount of autonomy in decision making. The applicant would be able to contribute to this planned acceleration of growth and be a part of an exciting chapter in the history of the charity. Further, the applicant would be making a substantial difference in the lives of the poor in South India.
* The charity is happy for the applicant to attend out of house training tailored by the not for profit sector where necessary and as approved by the Chairman and Treasurer.

**HOURS AND SALARY:**

* Fully flexible 15-18 hours a week based on 48 week year
* The applicant would be employed on a contract basis and would be required to submit invoices detailing hours and expenses incurred.
* Hourly rate: £11.50 (£19,500 FTE)
* To work closely with the Charity Director
* The role will be primarily home based with some meetings in East Molesey or Claygate