

Fundraising, PR and Marketing Manager

Hours: 14 hours per week (depending on experience)

Salary: £27,000 - £30,000 F.T.E depending on experience (Pro-rata for 14 hours per week)

Reports to: CEO

Based: Riverbank Trust c/o Holy Trinity Church Richmond

Overview of Role

The role of the FPRM Manager is to equip and enable the vision of the Trust to be implemented through generating funding and raising the profile of the Trust, both at a local and national level. The role will support the senior management team in developing strategies to implement and sustain projects which serve vulnerable families and share the love of Jesus with our beneficiaries.

As well as developing new funding opportunities, the FPRM Manager will build and maintain our relationships with donors and supporters to ensure that these relationships strengthen and grow over the long term. Finally, this role will effectively communicate our vision to the wider community, using relevant and effective forms of media to engage potential supporters and funders.

The Trust has an aspiring vision for the coming decade, including an increase in full time salaries to support and expand our projects. Riverbank are completely reliant on charitable donations and therefore this role is a vital part of our immediate and long-term strategy, which will creatively and ambitiously seek to increase our funding.

Essential Criteria

The successful applicant will be able to demonstrate a strong and committed faith in Jesus Christ. They will be an active member of a worshipping community and have a sense of calling to use their gifts and skills in Christian Ministry.

Riverbank functions as a spiritual family for many of the families we care for. Therefore, even though this role is not primarily a pastoral role, it is essential that the successful applicant has a basic understanding of the needs of and difficulties facing the families that we support, and a willingness to come alongside them within their work should this be appropriate.

The successful applicant will share the commitment of Riverbank to serve and minister to the most vulnerable in our society and to be the hands and feet of Jesus to those most in need of care and love. As a Christian ministry it is our strong belief that we have been called to share the gospel in word and deed and therefore it is essential that the applicant be willing to reflect and communicate this vision to potential supporters and donors in a relevant and appropriate manner.

The applicant will have an excellent ability to communicate through written word and verbally and have strong interpersonal skills. They will have passion and motivation and the skills and experience to lead and develop funding projects. An ability to work as part of a team and lead others is essential as well as making and developing relationships and working independently.

The successful applicant will be able to demonstrate skills and experience of working within a fundraising environment and be able to creatively communicate our vision to potential funders, supporters, and the general public.

Roles and Responsibilities

- Research new funding opportunities and strategies and track funding applications and status
- Write and Submit new funding proposals and provide support where necessary
- Develop relationships with potential and existing funding bodies including acknowledgement of grants received and regular follow ups
- Coordinate and develop a fundraising strategy alongside the CEO and Trustees, including events, individual giving and grant applications that will address the funding needs of the Trust
- Coordinate and implement fundraising events
- Support and lead volunteers on fundraising projects
- Alongside Administrator, CEO and management team develop marketing materials that will communicate our vision, values and needs, including web communication, leaflets, brochures and newsletters
- Develop and maintain relationships with individual supporters and churches
- Increase networking opportunities through the borough. Alongside the CEO and management team, this may involve meetings and presentations of our work.

Safeguarding

We take safeguarding seriously and follow safer recruitment guidelines. Safeguard training is compulsory and an expected part of the role.

Working Requirements

- Flexible depending on requirements and availability
- Occasional evenings and weekends as required (time given off in lieu)
- Staff development and training events
- 26 days annual leave pro rata

There is also an expectation that you will:

- Attend weekly staff meetings on a Thursday morning and attend regular Supervision and Line Management meetings with your line manager.
- Attend mandatory training and with the support of your line manager, continue and develop your own learning and professional development.

For further enquiries, or to request an application form, please contact the administrator at reni@riverbanktrust.org before Friday, 30th October 2020.