



# Proclamation Trust

*Candidate Information Pack  
Supporter Engagement Officer*

**‘Lifelong Bible training partnership’**

*[www.proctrust.org.uk](http://www.proctrust.org.uk)*

## Our vision:

The fundamental conviction underlying the work of the Proclamation Trust is that when the Bible is taught faithfully His voice is heard clearly. Expository Bible teaching is vital to the life and growth of the church, so is at the front and centre of all we do.

We aim to train Bible teachers, whether full-time, part-time or those doing it in their spare time, so that they can teach it faithfully to others. We encourage one another to be faithful to the text and believe in a radical Bible-centricity.

We also offer a lifelong learning partnership and seek to provide a fellowship of like-minded evangelicals across the denominations for encouragement in an exacting work.



You can find out more about our vision and work on our website: [www.proctrust.org.uk](http://www.proctrust.org.uk)

## The role:

The Supporter Engagement Officer is responsible for all fundraising activity and engagement with alumni and the wider community of friends and supporters of the Proclamation Trust. Building on the new Fundraising and Engagement Strategy, the postholder will be responsible for developing and delivering appeals for regular giving, developing and managing a pipeline of current and potential major donors, engaging with sending churches and their leaders, and identifying and approaching grant awarding bodies that have mission alignment with the Proclamation Trust.

The postholder will need to be an excellent communicator who is able to build relationships with a range of supporters from all backgrounds and blend a theology of philanthropy and stewardship with proven experience of fundraising and relationship management.

The post holder will work closely with other members of the Team, as well as the Trustees as needed, in all aspects of donor cultivation and engagement with a focus on promoting the charity and creating a sense of community among supporters.

# Core responsibilities



This role is critical in helping the Proclamation Trust to achieve ambitious annual fundraising goals to ensure long term financial stability. As a result, the core purpose of the role is to grow and engage a supporter base in order to secure initial, repeat, and increased funding year on year. The postholder will have the following key duties and responsibilities:

- Developing and deepening relationships with alumni and others who consider themselves part of the PT community to demonstrate (directly and indirectly) the impact of supporting PT through regular communications and visibility at events and grow the contactable potential supporter base.
- Regularly and appropriately soliciting financial support through giving appeals that ensure the retention of existing donors and acquisition of new and lapsed donors.
- Developing and managing a pipeline of current major donors, working to identify new potential donors, and undertaking tailored cultivation, solicitation, and stewardship activities as appropriate to secure significant and sustainable income from those with capacity to make transformative gifts.
- Identifying (sending and receiving) churches, other Christian organisations, and grant awarding bodies that have mission alignment with PT and proactively developing relationships with them and their leaders in order to secure annual financial support for the work of PT.
- Promptly processing gifts received and appropriately thanking and stewarding those who make a financial gift to PT.
- Supporting all other aspects of fundraising at PT including: database/CRM management, review and segmentation; support for trustees and other team members involved in fundraising activities; reporting on fundraising impact and effectiveness; being present at events and among the student body in order to develop relationships; and ensuring that all fundraising activities are undertaken in line with current legislation and best practice.

A committed Christian and a strong communicator, the postholder will be a natural story teller who listens well and can adjust a narrative with integrity to best engage and inspire a potential donor. They will be creative and have strong administrative skills and have a proven ability to manage a dynamic workload effectively together with experience of soliciting four-figure gifts and deliver an annual income target. A team player, the postholder will also be able to work independently, be well-organised and responsive to all forms of communication, self-reflective and externally facing in their day to day work in order to build genuine relationships that will grow over the long term. This position will suite someone who is a strategic thinker, who takes pride in their work, and enjoys being part of a small and enthusiastic team that is committed to growing and securing the impact of PT nationally and internationally.

## **The successful candidate will have:**

- A mature faith in Christ, seeking to grow in wisdom and godliness.
- Minimum of three years' experience of working in a similar role (fundraising, marketing, and or relationship management) with clear evidence of transferable skills
- Previous experience of engaging with a wide range of stakeholders to develop a sense of community
- Outstanding networking and relationship management skills with proven interpersonal skills and strong oral and written communication skills
- The ability to work independently with limited direction and supervision towards long range targets Creative and flexible self-starter able to work both individually and as a member of a consensus-seeking team
- Organised and effective project management skills, with the ability to manage multiple needs and assignments in a fast-paced charity setting to deliver strong outcomes
- Genuine commitment to the mission and vision of the Proclamation Trust and ability to articulate the importance of the organisation's work to a variety of audiences
- Proficiency with Microsoft Office and Google office suite
- Demonstrable commitment to working in an inclusive way
- The ability to maintain a high level of confidentiality and integrity

## **Not sure that you tick all the boxes?**

While this job description is an outline of the ideal candidate, we would not necessarily expect one person to have all the skills and experience required. If you fulfil many of the criteria, with a willingness to learn through working alongside others, we would like to hear from you.

# Application Process



## Other information

Due to the nature of the role, it is a genuine occupational requirement that the post holder is a committed evangelical Christian who fully supports the objectives of the Proclamation Trust.

The Proclamation Trust is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment.

The Proclamation Trust is a charity registered in England and therefore applicants must have the right to work in the UK.

## Terms and conditions

- The Supporter Engagement Officer will be line-managed by, and report to, the Chief of Staff.
- Permanent, full-time role (although, for the right candidate, a part time or job share arrangement may be considered)
- The salary will be in the region of approximately £40,000 pro rata. This will be reviewed on an annual basis.
- Employer pension contributions of 5% of salary with the option for employee contributions.
- Death in service benefit of four times salary.
- 25 days holiday per annum pro-rata plus bank holidays & Christmas shutdown.
- The role is based at our offices in Elephant & Castle in London with some working from home flexibility.

## To apply

Please send us a completed staff application form ensuring that you explain how your skills and experience are relevant, and why you are the ideal candidate for this post.

Email: [enquiries@proctrust.org.uk](mailto:enquiries@proctrust.org.uk)

Closing date for applications: 4th December 2023

If you have any questions or would like to visit us, please contact Kate Peters via the email address above or telephone 020 7407 0569