



## **JOB DESCRIPTION**

**Job Title:** Area Fundraising Consultant (Europe Middle East)

**Created:** 25.03.2009

**Reporting Relationship:** Reports to the Director of Communications and Fundraising Development.

**Location:** UBS Service Organisation (UBSSO), Reading, England, UK.

### **Purpose:**

- Responsible for the growth of fundraising income from the markets in the specific geographical area (Europe Middle East).
- To coordinate liaison for fundraising development between the major fundraising Bible Societies.
- Development of direct fundraising by the UBSSO.

### **Accountabilities**

#### ***Strategy and planning by Service Organisation***

- Contribute to and implement the objectives of the UBS Service Organisation Fundraising Operating Plan.
- To support international market development by continuously assessing which markets to invest in.
- To search out and create innovative and leading edge best practise from within the Bible Societies and externally.

#### ***Area fundraising consulting***

- Develops the institutional capacity for fundraising and the fundraising skills of individuals across the national societies in their Area.
- Training for fundraising capacity. This will include designing and delivering training meetings/skillshares, developing/training individual fundraisers, and contributing to the overall global capacity building programme.
- To support and guide country/regional fundraising alignment with the international strategy.
- To plan, support and monitor investment funds available to national Bible Societies.

#### ***Direct fundraising by the Service Organisation***

- Active development of new income sources or global donors such as institutions including governments, plus companies, high net worth individuals and foundations that

will only respond to a regional/global approach, either directly or in co-operation with the national Bible Societies.

- To support the creation and implementation of global standards, policies and systems to manage international/cross border fundraising.

### ***International Fundraising Support Team (IFST).***

- Liaises with major fundraising Bible Societies to identify planned campaigns and materials that may provide opportunities for other Bible Societies.
- Manages and promotes an online resource of fundraising materials for Bible Societies to share.
- Identifies and communicates about activities within Bible Society work that could be used for fundraising.
- Co-ordinate (with others) international events such as roundtables and other specialist workshops germane to the needs of major fundraising Bible Societies.
- Support IFST capacity building initiatives particularly identifying national Bible Society expertise that can be involved in fundraising clinic or workshop events.
- Work with major fundraising Bible Societies to develop strategic partnerships with other Bible Societies for mutual benefit.
- Encourage a culture of sharing and communication between major fundraising Bible Societies.

### **Key teamwork responsibilities**

#### ***Service Organisation***

The fundraising consultant has the responsibility to work closely with the following team members to deliver the aims and objectives of the Fundraising Operating Plan:

- Director of Communications & Fundraising Development and his/her team for the overall direction of the Operational Plan and prioritisation of activities.
- The Area Service organisation under the Area Secretary to ensure co-ordination with the Area Senior Management team (based in Crawley, UK).
- The other Area Fundraising Consultants for peer review, sharing of data and consistency of approach to key fundraising strategies across the Bible Societies (based in Asia/Pacific and Americas).

#### ***National Bible Societies***

The fundraising consultant has the responsibility to work closely with the General Secretary and fundraising staff of the national Bible Societies in the Area, to foster co-operation, and to uphold the values that make UBS a rich and diverse fellowship.

### **Competencies**

- A minimum of 5 years senior fundraising experience with a proven track record of success in fundraising.
- A first degree or equivalent professional experience.
- Strong technical knowledge of charitable fundraising techniques, including direct marketing/direct mail, committed giving, major gifts.
- Strong relationship-building skills and the ability to inspire others – 100% commitment to team work.
- Demonstrable ability to negotiate with staff at all levels (from technical fundraising staff to executive management and board members).

- Strong analytical, decision-making and problem solving skills.
- Strong interpersonal and creative communication skills.
- Highly competent in budgeting and fundraising planning.
- Strategic thinker with a practical “can do” attitude.
- Ability to identify and work with appropriate external consultants and suppliers.

Post holder must be willing to travel and to spend a significant time away from home.

Due to the regional responsibility of the post, cultural sensitivity is required and international experience highly desired.

It is *essential* that you are sympathetic with the Christian faith and values of Bible Societies.

### **Languages**

All UBS posts require fluency in written and spoken English.

Additional languages required as follows:

Europe: fluency in French or German desirable.

### **To apply**

If what you see inspires you, then send us your application.

To apply, please send a letter of application explaining why this post is right for you together with your CV/résumé (Word documents only) to our recruitment advisor Della Weight at [recruitment@darylupsall.com](mailto:recruitment@darylupsall.com) . Please let us know where you saw the post advertised.

The closing date for receipt of applications is **Friday 2 October 2009** and interviews will take place 15-20 October in the UK.