

FUNDRAISING OFFICER

APPLICATION PACK



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Africa Inland Mission serves and partners with churches to fulfil the Great Commission and advance the gospel among Africans who have the least opportunity to hear about Jesus.

Our heart is to see Christ-centred churches among all African peoples and our particular priority is for the 1,000 people groups who are still unreached with the gospel. The missionary work of those who serve is diverse. From outreach workers and church planters, to medical professionals and support personnel; there are so many ways to be involved. AIM has often been described as having a family feel, with a strong focus on caring and providing excellent support for those who serve. We depend on partnerships with those who aren't called to serve overseas – supporters who generously give and faithfully commit to praying for missionaries, the peoples of Africa, and the work of the gospel to transform people's lives.



We often leave the hardest work until last, and the challenge before us does seem overwhelming. But we trust that by the power of his Holy Spirit, God will build his church! AIM's vision is to continue the work among unreached people groups; seeking to mobilise African workers to reach Africa's unreached; helping to equip and strengthen African church leaders; and seeking to reach Africans living across the globe. AIM is compelled by a passion to see God glorified and his kingdom extended. It's a vision we would love you to share with us, believe in and be a part of.

Fundraising Officer

We are looking to add an enthusiastic fundraiser to our Communications and Fundraising Team. Someone who is passionate about raising funds to see the Great Commission fulfilled, and who understands the vital importance of prayer and financial support in mission. This is a new role, building on work that has been already carried out across the staff team since 2019, as we seek to implement our fundraising strategy.

Taking primary responsibility for connecting with existing donors, this person will be a good listener, ready to engage well with our supporters and develop relationships. They will also take an active role in generating ideas to creatively reach new audiences, utilising our active social media platforms and website.

As well as communicating with our supporter database, they will build on existing funding from trusts. As they seek to develop more relationships with trusts and foundations, they will have responsibility for researching appropriate opportunities and completing trust applications.

With scope to develop and shape the role, initially the Fundraising Officer will work alongside the Communications Director to formulate reports for the Leadership Team and the Board of Trustees. Increasingly the Fundraising Officer will take greater responsibility for these reports as well as for coordinating and monitoring fundraising activity across the staff team. As such they will need to be able to encourage and enthuse others about fundraising tasks and communicate financial needs clearly and persuasively.



Job Description

Responsible for delivering fundraising strategy and maintaining momentum. Creatively engaging with new supporters and developing relationships with existing donors.

CORE TASKS:

1. **Strategy delivery and planning**

- Work closely with the Communications Director to develop and implement the medium and long term fundraising strategy.
- Devise, implement and evaluate an annual fundraising plan together with the Communications Director and other relevant staff, as a means to deliver the fundraising strategy.
- Prepare, together with the Communications Director, fundraising updates for the Board of Trustees.
- Attend Leadership Team meetings as requested.

2. **Donor development**

- Nurture, develop and manage AIM's existing donor supporter base through proactive communication.
- Research trusts, submit applications and follow up as required.
- Maintain relationships with existing trust supporters.
- Research potential sources of new income and explore fundraising opportunities.
- Develop and manage fundraising campaigns and appeals.
- Develop and nurture relationships with the mobilisation team and AIM Advocates, with the aim of maximising the funds they raise.
- Collaborate with other organisations and partners to enhance fundraising opportunities.

3. **Communications**

- Work with the communications team to promote fundraising initiatives through existing publications.
- Contribute to and build on AIM's social media and online presence in areas relating to fundraising and profile raising.

Job Description

4. **Targets and administration**

- Achieve targets, in order to deliver the charity's objectives and ensure the organisation's long-term financial sustainability.
- Record data accurately using our Salesforce CRM database.
- Produce reports and supply data as required.
- Respond to enquiries made by phone, post and email.
- Work with the finance team to acknowledge donations appropriately; write effective thank you letters.
- Adhere to all relevant financial procedures.

5. **European Office Activities**

- Participate in, and lead on a rota basis, daily staff devotions and prayers. To include Bible reading, commentary, and prayer for AIM's goals, unreached people groups, overseas missionaries, and European-based staff.
- Participate in staff conferences, supporter prayer meetings and other events organised by the Leadership Team.

6. **General Responsibilities**

- Work within legal, charity and organisational guidelines.
- Maintain an active interest in the wider ministries of AIM International.
- Externally promote the aims of AIM International, as appropriate for your particular skills and responsibilities, and within your spheres of influence.
- Other duties as requested by the Communications Director or Leadership Team.

Person Specification

Attribute:	Essential:	Desirable:
Education and qualifications	<ul style="list-style-type: none"> • 5 A*-C GCSEs or equivalent, including Maths and English Language. 	<ul style="list-style-type: none"> • 3 A-levels or equivalent, or an ability to demonstrate experience in a relevant employment context.
Work experience	<ul style="list-style-type: none"> • Experience of delivering results based on a fundraising strategy. • Experience in creating social media posts and campaigns and interacting with users on social media platforms. • Experience in writing appeals and thank you letters. • Competence in using CRM databases for account management and report creation. • Wide experience and competence in using Microsoft Office, particularly Excel, Word and Outlook. 	<ul style="list-style-type: none"> • At least 2 years in a fundraising role • Experience creating and implementing fundraising strategies. • Experience in creating fundraising reports.

Person Specification (continued)

Attribute:	Essential:	Desirable:
Skills and abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, including an ability to communicate effectively in both in-person and virtual contexts. • Competence in the use of video conferencing software. • Excellent numeracy, literacy and IT skills. • Precise, with an eye for detail, while keeping sight of the bigger picture. • Logical, analytical, thorough and methodical approach to work. • Proven ability to organise and prioritise work well. • Proven ability to assimilate information and become proficient in new tasks quickly. • Flexible approach to work, including the ability to be able to switch quickly from one task to another when required. • Proven ability to work calmly under pressure, and to meet agreed deadlines. • Good team player, while able to take appropriate initiative and work independently. • Ability to solve problems and to think laterally. 	

Person Specification (continued)

Attribute:	Essential:	Desirable:
Personal qualities	<ul style="list-style-type: none"> • Committed Bible-believing Christian, with a heart for world mission and a desire to play a part in building Christ-centred churches among all African peoples. • Commitment to AIM's values (see Value Statement). • Commitment to personal godliness and integrity. • Ambitious to serve God in this role. • Excellent interpersonal skills, and a high level of emotional intelligence. • Self-motivated, and able to motivate and encourage others. • Evidencing humility and a teachable spirit. • Resilient, with a positive and realistic attitude. • High level of self-awareness. 	

Terms and Conditions

SALARY:	Circa £25,000 for a full time candidate (37 hours). Part time working (salary on a pro rata basis) also considered.
LOCATION:	Option for remote working or to be based in the Nottingham office. Would need to visit Nottingham for meetings regularly.
ANNUAL LEAVE:	33 days per annum (including bank holidays) based on a full time position.
PENSION SCHEME:	A pension scheme exists and the generous payment of 8% employer contributions will commence in the first month of employment.

AIM International is a faith organisation and it is recognised that people who work with us are called by God to do this ministry before the Lord.

AIM International is the European Mobilising Region of Africa Inland Mission International, a non-denominational mission organisation with an emphasis on church planting and leadership development ministries among the churches and people of Africa.

Applicants for a post with AIM International will be required to show that they have the aptitude, training and experience relevant to the advertised vacancy.

Within the terms of the Equalities Act 2010, it is an Occupational Requirement that the successful candidate should agree with and sign AIM International's Statement of Faith (Appendix A) on appointment, and thereafter on an annual basis.

A Basic DBS check will be requested for the successful candidate. Having a criminal record does not necessarily bar anyone from working with us. This will depend on the nature of the position and the circumstances and background of the offence(s). If you have a criminal record, details should be sent under separate confidential cover to the Personnel Director at personneldirector.eu@aimint.org.

A copy of our policy on the Recruitment of Ex-Offenders may be obtained on request.

Appendix A: Statement of faith

1. The unity and trinity of God, eternally existing in three co-equal Persons: the Father, the Son and the Holy Spirit.
2. God the Creator and Preserver of all things, who created man, male and female, in His own image, and gave them dominion over the earthly creation.
3. The deity and humanity of God the Son, the Lord Jesus Christ, who, being very God, also became man, being begotten of the Holy Spirit, born of the Virgin Mary, was crucified, dead and buried, was raised bodily from the dead, and ascended to the right hand of the Father, whose two natures continue eternally and inseparably joined together in one Person.
4. The deity and personality of God the Holy Spirit, and the necessity of His work to make the death of Christ effective to the individual sinner, leading him to repentance towards God and faith in the Lord Jesus Christ; and in His ministry, dwelling permanently within and working through the believer for godly life and service.
5. The divine, verbal inspiration, infallibility and inerrancy of the Scriptures of the Old and New Testaments as originally given, and their absolute and final authority in all matters of faith and conduct.
6. The human sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
7. The sacrificial death of our Representative and Substitute, the Lord Jesus Christ, the incarnate Son of God, by the shedding of whose blood atonement was made for the sins of the whole world and whereby alone men are redeemed from the guilt, penalty and power of sin.
8. The necessity of the new birth as the work of God the Holy Spirit, to be obtained only by receiving the Lord Jesus Christ as Saviour; that men are saved by grace through faith, not by works.
9. The security of the believer, based entirely on the atoning work of the Lord Jesus Christ, whereby, as a born again child of God, he has assurance of salvation and has the right to all the privileges of the sons of God.
10. The responsibility of the believer to maintain good works, and to obey the revealed will of God in life and service, through which eternal rewards shall be received.
11. The True Church, whose Head is the Lord Jesus Christ, and whose members are all regenerate persons united to Christ and to one another by the Holy Spirit.
12. The observance of the ordinances of Baptism and the Lord's Supper as appointed by the Lord Jesus Christ.
13. The supreme mission of the Church as being to glorify God and to preach the gospel to every creature.
14. The personal and visible return of the Lord Jesus Christ.
15. The resurrection of the body.
16. The eternal blessedness of the saved and the eternal punishment of the lost.

DECLARATION

I CONFIRM THAT I ACCEPT THE ABOVE STATEMENT OF FAITH.

SIGNED:

DATE:

Appendix B: AIM Europe value statement

The European Mobilising Region is committed to:

- 1. Loving Christ above all.** We love Christ above all and seek to have his attitude and the oneness in spirit and mind that come from unity with him.
- 2. Dependence on God in prayer.** We pray regularly and expectantly, believing that God will supply all our needs, including financial, personnel and strategic needs.
- 3. Being servants of the Church and ambassadors of the Great Commission.** Understanding that our mission is one part of God's Great Commission for the global Church, we work to inspire, equip and empower local churches for cross-cultural mission among Africans.
- 4. Cooperation.** We work strategically with other like-minded organisations, sharing expertise and resources to further the spread of the gospel.
- 5. Our people.** We value the personal, professional and spiritual wellbeing of all our staff and missionaries and seek to support the ways God is leading them, within the vision and framework he has given to AIM.
- 6. Glorifying God by striving for excellence.** Working to the highest standard possible, while also treating one another and ourselves with grace.
- 7. A culture of openness and accountability.** Our goal is to have a culture of transparency, communication and accountability at all levels, where it is safe for both leaders and staff to be honest and engage in constructive conflict.

Appendix C: Privacy policy

Africa Inland Mission International, a company limited by guarantee (04598557), a registered charity in England and Wales (1096364) and a charity registered in Scotland (SC037594) is the Data Controller for the personal data of job applicants.

For the purposes of recruitment for AIM posts our lawful basis for processing your personal data is our legitimate interests in administering the recruitment process, reviewing candidates' suitability for a post and in seeing vacancies filled by letting individuals know of other AIM posts that may be of interest to them. A copy of our legitimate interest assessment is available upon request. Should you not wish to be contacted about future AIM vacancies that we believe may be of interest to you then please inform us by emailing applications.eu@aimint.org.

The GDPR provides rights to individuals whose personal data is processed by AIM; specifically the right to be informed, the right to access data we hold about you, the right to object to direct marketing, the right to object to processing carried out on the basis of legitimate interest, the right to erasure (in some circumstances), the right of data portability, the right to have your data rectified if it's inaccurate and the right to have your data restricted or blocked from processing. For more information please visit eu.aimint.org/privacy.

We do not trade personal data for commercial purposes and will only disclose it if required by law, as part of our legitimate interests, or with your consent. Your personal data will only be accessible to individuals employed by AIM and will be held on our secure servers; it will not be transferred outside of the European Economic Area (EEA) at any time.

Any correspondence/application forms/cover letters/aptitude tests/interview notes/feedback or any other material (whether paper or electronic) relating to the position will be kept by AIM for a period of twelve months from the date the post is filled and then securely destroyed. Information relating to the successful applicant will be moved to their personnel file and retained for a period of six years from the date their employment ceases.

How to Apply

- Please send a covering letter explaining why you would be a good fit for this role, referencing the Job Description and Person Specification together with a copy of your CV, to: Julie Bailey, Personnel Manager, at applications.eu@aimint.org to arrive by **12 noon on Monday 15th November 2021.**
- Please include a signed copy of our Statement of Faith (Appendix A).
- In order for us to acknowledge receipt of your application please provide us with your preferred email address on your covering letter.
- Interviews are planned for **Monday 22nd November**, and will take place in person in our Nottingham office. Short listing will take place on **Tuesday 16th November**. Please note that we will not contact you as to whether or not you have been selected for interview until after short listing has taken place.

