



**Wycliffe  
Bible  
Translators**

# ***Relationships Director (major donors)***

**Would suit:** An experienced major donor fundraiser who is energised by building relationships with supporters and driven to achieve ambitious fundraising targets.

**Salary:** £47,000-£55,000 + benefits

**Location:** Home based or the option of a desk at our office in Oxford. We work when and where we do our best work

**Hours:** Full-time (37.5 hours per week). Permanent. Let us know if you need more flexibility than this

**Reporting to:** Vicki Davison, Director of Key Relationships

**Closing date:** Monday 1 June at 9am

**Interview date:** Interviews will be held in London on Tuesday 16 June

**How to apply:** See [below](#)

## **Benefits:**

- 33 days' annual leave, including bank holidays (pro-rata)
- Up to 5 days' extra leave to serve on the Board of an external organisation
- Employer pension contributions up to 7.5%
- Fully employer-funded life assurance
- 24/7 employee assistance programme for emotional and practical support
- Tax-free home-working allowance
- Monthly in-person team days in Oxfordshire or the Chilterns (expenses covered)
- Hot-desking facility at Oxford office
- Fully paid-for professional development opportunities.

## **Job description**

### **Welcome from your potential manager**

The need for everyone to have access to God's word, and to know Jesus in a deeper way, is a cause that is increasingly capturing the imaginations of Christian major donors. They are motivated by a clear and urgent problem (1 in 5 people without the Bible in their language) but one that we can do something about (40 million more people can access the Bible in their language than a year ago).



Wycliffe Bible Translators is a charity that is investing in fundraising and reaping the benefits, so that we can increasingly invest in building God's kingdom around the world. In the past four years, our income from major donors and trusts has more than doubled to over £2m and we believe there is more potential by fundraising the right way and building long-term relationships that minister to donors.

You will initially manage a relatively small caseload of major donors (up to 100) and you will work closely with the mid-level donor manager and the Head of Marketing, to develop the major donor pipeline and increase your caseload size (up to 150 donors max), as well as growing income from existing caseload donors. To help you achieve this, you will have the opportunity of regular, one-to-one coaching with specialist consultancy Veritus UK and access to a virtual assistant.

It is essential that you enjoy building relationships with supporters as you will regularly visit major donors around the UK to better understand their philanthropic interests and steward their giving. A deep understanding of Wycliffe's overseas programmes is also important to enable you to inspire donors, so you will have direct access to Bible translation programmes worldwide and the opportunity to visit one of the overseas programmes during your first year in post. Longer-term, there may be opportunities for additional overseas trips as we aim to inspire major donors with 'vision trips' to see the programmes they support.

As a home-working organisation, we offer genuine flexibility and, for an exceptional candidate, we're open to offering you a different package to make it work for you. Recruitment is a two-way street, so if you want to learn more about the role or have any questions, please do get in touch with me.

**Vicki Davison - Director of Key Relationships**

[vdavison@wycliffe.org.uk](mailto:vdavison@wycliffe.org.uk)

01865 415875

Please note that I will have very limited availability until 20 May as I will be travelling. During this time, please contact Robin Peake, Deputy CEO: [rpeake@wycliffe.org.uk](mailto:rpeake@wycliffe.org.uk), 01865 415863

## ***Key responsibilities***

### ***1. Achieve ambitious yet realistic major donor income targets***

- Deliver income targets from your major donor caseload (circa £600-700k)
- Build relationships with your personal caseload of current major donors, delivering high standards of cultivation, stewardship and reporting
- Regularly visit your major donor caseload around the UK, deepening relationships, soliciting financial gifts from donors, and further engaging them with Wycliffe's work
- Represent Wycliffe at UK-based events with major donors, funding organisations or other charities
- Work closely with the Fundraising Insights and Operations Manager to ensure that key performance indicators for your caseload are tracked on Salesforce

### ***2. Support the development of a robust major donor pipeline***

- Work closely with the mid-level donor manager to identify potential major donors in the mid-level caseload, and ensure smooth relationship handovers that steward donors well
- Collaborate with the Head of Marketing to provide opportunities for major donors in the direct marketing pool to be identified and cultivated
- Identify and develop appropriate major donor prospects

### ***3. Other responsibilities***

- Deputise for the Director of Key Relationships where necessary. This could be in data requests, proposal or reporting development, mailings to major donors, organising events, or other support
- Minister to supporters where a Christian viewpoint or theological understanding is expected or necessary, praying with them\*
- Uphold the strong reputation of Wycliffe as a charity that promotes the Christian faith and Christian religion, and glorifies God, among Christians and the Church\*
- Carry out other duties, projects and responsibilities as required.

## Person specification

Experience and knowledge of:	Essential	Desirable
Significant experience (eg 4+ years) in fundraising, with a strong track record of managing major donor relationships and achieving great results	✓	
A commitment to developing a relational approach to fundraising that delivers sustainable income over the long term	✓	
Experience or knowledge of Veritus' model of donor relationship management		✓
Strong beliefs in the importance of good data and clear processes (though the work related to this is likely to be delegated)	✓	
<b>Qualifications:</b>		
Evidence of relevant fundraising training (eg from Chartered Institute of Fundraising, BrightSpots Mastery Programme, other conferences and courses attended)	✓	
<b>Skills:</b>		
High degree of personal organisation and self-management, with the ability to prioritise, multitask and work to deadlines	✓	
Self-starter, able to use own initiative and work independently, but also as part of a diverse team	✓	
Proven skills in building relationships internally and externally, building trust and influencing others	✓	
Excellent verbal and written communication skills, able to inspire in presentations and conversations	✓	
Competency with standard office software. We use Google tools (Gemini, Docs, Sheets etc)		✓
<b>General:</b>		
It is an occupational requirement of this role that you have a clear, personal commitment to the beliefs set out in our Statement of Faith and Doctrinal Position Statement. See below: <a href="#">Applying your Christian faith</a> *	✓	

Able to work outside normal work hours as and when required	✓	
Right to work in the UK, and UK based	✓	
Excellent verbal and written communications	✓	
Professional manner with the ability to develop good working relationships internally and externally, while working remotely	✓	
Willing and able to travel as required by the role	✓	

A basic DBS check may be requested in the event of a successful application.

## ***Data protection***

We take your privacy seriously and will not give your data to any other organisation for their own purposes. For more information on our privacy policy see [wycliffe.org.uk/privacy](http://wycliffe.org.uk/privacy).

## ***Applying your Christian faith***

The Christian faith is central and foundational to all that Wycliffe does, and in why we work, what we do, and how we work. As a result, all roles within Wycliffe are assessed as to whether they require the postholder to be a Christian who has a clear personal commitment to the beliefs set out in our Statement of Faith and Doctrinal Position Statement. Where this is found to be a legitimate and proportionate requirement, the role will carry an Occupational Requirement as per the Equality Act 2010.

This role you are applying for carries an Occupational Requirement due to the key responsibilities and person specification set out above, marked with an asterisk (\*). As a result, we would expect you to:

- Commit to upholding historically accepted biblical standards of behaviour in all aspects of life as laid out in our Statement of Faith and Doctrinal Position Statement (which will be shared with you if you are invited to interview)
- Commit to [our values](#)
- Commit to prayer – we depend on God for all that we receive and all that we are able to do and achieve. No matter whether we are out and about interacting with supporters or partners, or in the office making sure the organisation continues running, we wouldn't be able to achieve it without God. So prayer is included as a regular part of our team meetings, and all members of staff at Wycliffe are expected to actively participate in, and take turns leading, staff prayer meetings held each working day

- Be able and willing to give account of a living faith in Jesus Christ within settings and contexts appropriate to day-to-day responsibilities
- Provide evidence of regular participation in the life of a local church.

As part of the application and interview process, we will be asking for supporting evidence and information so that we can consider whether you fulfil this Occupational Requirement. This may include (but isn't limited to) a reference from a church leader, an ability to articulate your Christian experience, a commitment to our Statement of Faith, Values and Doctrinal Position Statement, as well as questions to probe these areas at interview.

## ***How to apply***

To apply, visit our [careers site](#) and complete the short online application, attaching your CV and a covering letter (no more than two pages) summarising why you're applying, how you meet the person specification, and telling us about your personal Christian journey and church involvement.

## ***About Wycliffe Bible Translators***

1 in 5 people worldwide are still waiting for the Bible to be translated into the language they understand best. That's 1.5 billion people!

We are working to create a world where everyone can know Jesus through the Bible. We serve local partners worldwide as they bring God's word to their communities in the languages that speak to them best.

Find out more at [wycliffe.org.uk](http://wycliffe.org.uk). Read more in our [guide for potential job applicants](#) or [watch this video to see what our staff say about working here](#).

## ***Statement of Faith***

1. We believe the Bible, the inspired word of God, is completely trustworthy, speaking with supreme authority in all matters of belief and practice.
2. We believe in one God, who exists eternally in three persons, the Father, the Son, and the Holy Spirit.
3. We believe all people, being created in the image of God, have intrinsic value, but as a result of sin are alienated from God and each other, and therefore in need of reconciliation.
4. We believe that Jesus Christ, the Son of God, born of the virgin Mary, is fully God and fully human; he demonstrated God's love for sinners by suffering the penalty of death in their place, rose bodily from the dead and ascended to heaven where he intercedes for his people.

5. We believe all who repent and trust in Jesus Christ alone as Lord and Saviour are, by the grace of God, declared to be right with him, receiving forgiveness and eternal life.
6. We believe the Lord Jesus Christ will return personally in glory, raise the dead, and judge the world.
7. We believe all people will rise from the dead, those who are in Christ to enjoy eternal life with God, and those who are lost to suffer eternal separation from him.
8. We believe in the Holy Spirit who imparts new life to those who believe in Christ; through his indwelling presence and transforming power he gives assurance and equips believers for holy living and effective service.
9. We believe the Church is the body of Christ, the fellowship of all believers, and is commissioned to make disciples of all nations.