



Exodus Fundraising Coordinator (20hrs p.w.)

Exodus is seeking to appoint a part-time fundraising co-ordinator, based in its Lisburn centre, to oversee and pursue fundraising for the work of the organisation.

Exodus is a Christian youth discipleship organisation. With a full time staff of 7 and 250 plus volunteers, it works to provide opportunities for young people through venues, mentoring, small groups and short term teams.

This is an exciting role for someone enthused about the ministry of Exodus with strong relational and organisational skills. The individual will be **responsible for devising and implementing a fundraising strategy** for Exodus and seeking to raise funds for the delivery and development of the ministry.

Those wishing to apply should send a CV with 2 referees to:

Jose Cummings, Exodus, 29 Railway Street, Lisburn, BT28 1XP or jose@exodusonline.org.uk

Closing date: 5th February 2010

Interviews: Including a presentation to be held on 16th February 2010

JOB DESCRIPTION / PERSONNEL SPECIFICATION

Job Title	Fundraising Coordinator	Salary (Pro Rata)	Available on request
Reports to	Director of Operations	Hours/week	20 hrs (potentially increasing to Full Time)

Main Purpose of Job:

- To take a strategic approach to oversee and pursue fundraising for the work of Exodus, showing initiative, creativity and commitment.

Essential Skills/Abilities and Competencies:

- Excellent communication skills, verbal and written
- PC literate – MS Word, Publisher, Excel, Outlook, PowerPoint
- Highly motivated
- Professional
- Ability to build and implement a strategy
- Administrative ability with strong attention to detail
- Ability to work as part of a team
- Ability to work without supervision
- Commitment to the values and ethos of Exodus

Desired Work Experience:

- Two years continuous fundraising experience within the community / voluntary sector
- Proven track record of fundraising
- Will also consider a minimum of two years experience in any of the following:
 - *Sales & Marketing, Communications, Public Relations or Event Management*

Desired Education:

- Relevant qualification (Business related / Marketing & Communications etc)
- Driving licence

Desirable Additional Education, Work Experience and Personal Qualities:

- Awareness of the work of Exodus
- Thorough knowledge of community/voluntary sector and existing funding opportunities
- Access to own transport

No.	Key Performance Areas
1.	To devise, implement and oversee a fundraising strategy for Exodus.
2.	To increase funds through applications to charitable trusts, churches, individuals and other funding opportunities.
3.	To develop and oversee corporate funding events.
4.	To recruit and develop a fundraising volunteer team.
5.	To build and maintain relationships with donors, potential donors and the Exodus alumni.
6.	To work alongside and report to the Director of Operations.
7.	To meet targets in relation to sustainable and overall funding.
8.	To provide support that optimises the time other staff members give to fundraising.
9.	To adhere to Exodus Health & Safety policy with regard to self and others.
10.	Any other duties deemed appropriate to the job role.

For more information contact Jose Cummings – on the above details or on 02892 661220 or **visit www.exodusonline.org.uk**