

JOB SPECIFICATION FOR SUPPORTER RELATIONS and FUNDRAISING CO-ORDINATOR (Maternity cover, 1 year contract)

Kidz Klub are looking for someone to cover our supporter relations and fundraising role for maternity leave. The role is focussed on increasing our supporter relations, specifically with the goal of increasing financial giving. This is essential to the future existence and growth of Kidz Klub in Coventry. We need someone who can inspire and motivate individuals and churches to partner with Kidz Klub in sharing the good news that Jesus brings to the children and families of our city.

The role is for eight hours (one day) a week, times to be agreed.

Vision and Aims

Coventry Kidz Klub's overall mission is to children in Coventry in the age range of 6's-12's (pre secondary school) especially within those areas of the city that have a higher level of deprivation.

Our principal strategy is to run regular clubs for children with fun, games and interactive learning, which effectively communicates the Christian gospel, offers friendship and support, and relays a positive message of self-esteem, respect for others and a good moral framework to help children become healthy members of society.

Children who attend are regularly visited mid-week and we are working with partner churches to encourage follow-on work among children who wish to learn more.

We wish to expand the work by increasing numbers at our existing clubs, by planting further satellite clubs around Coventry, and by using other methods of evangelism and discipleship. Our aim is that every primary school age child in Coventry, especially in areas that have a higher level of deprivation, should have the opportunity to attend a Kidz Klub or an alternative.

Job Description for Supporter Relations and Fundraising Co-Ordinator

The role is usually based at Westwood Church, near Warwick University, but due to COVID-19 guidelines currently includes a significant amount of home-based working. The pay is £9.50 per hour. Employment is subject to Kidz Klub Coventry's standard terms and conditions.

Primary Tasks and Responsibilities

1. Join in with daily pattern of prayer and worship.
2. **Publicity and Supporter Communications:** use social media and other appropriate tools to promote the work of Kidz Klub; ensure regular communication with financial, prayer and other supporters, in accordance with GDPR and other relevant guidelines; keep partner churches informed of the work that Kidz Klub is doing
3. **Financial Supporters:** regularly review giving by supporters and together with the team leader, develop a strategy to both increase the number of individual supporters and yield from existing supporters, to be agreed at monthly supervisions; ensure supporters are informed and involved of the current developments at Kidz Klub as appropriate
4. **Fundraising Events:** Organise events for Kidz Klub supporters, including funding trusts to promote the work of Kidz Klub and thank people for their support
5. **Partner Churches:** assist the team leader and assistant team leader in cultivating relationships with existing partner churches and developing partnerships with new churches; develop a strategy to increase giving from partner churches and their congregations
6. **Training:** undertake relevant training as necessary; ensure the admin team are adequately trained for their roles
7. Other tasks as required

Skills and Experience Required

- Good interpersonal and communication skills
- Knowledge of the fundraising industry (ideal)
- Previous experience of fundraising with a proven track record (ideal)
- Ability to be creative and innovative
- Ability to produce publicity materials and write communication emails and letter tailored to different audiences
- Confidence in representing the work of Kidz Klub to a wide variety of audiences
- Good time management and organisational skills
- Flexibility – the role will include some Sunday work and other times outside of regular working hours (dependent on COVID restrictions)
- Good computer skills and knowledge of Microsoft Office
- Ability to use publishing apps such as Canva

For an application form or further information, please contact Sarah Adamson at kidzklubcov@gmail.com or 07890 868390.