

Intern: National Churches Trust



Pay: £100/ month + travel expenses
Duration: 3 months
Hours of Work: Full-time (35 hour week)
Location: City of London (nearest tube station: Barbican)
Role : Fundraising Intern
Reports to: Director of Fundraising

Introduction

The National Churches Trust, launched in June 2007, has set itself an ambition to be the leading independent body concerned with the protection and welfare of churches, chapels and meeting houses throughout the United Kingdom.

The Trust has a wide remit and ambitious targets in relation to the scale and scope of its work and the securing of new and significant sources of revenue.

Job Outline

This is a unique opportunity for anyone considering taking up a career in Fundraising, offering a wide scope of involvement in a small, national charity, which has ambitions to grow.

It is an exciting time for the Trust as we are currently in the process of moving over to a new fundraising database, Raiser's Edge. We are looking to recruit on a 3 month basis a self-motivated, articulate individual who has good customer service ethic, a willingness to learn and an interest in Fundraising.

Full Raiser's Edge training will be provided, along with opportunities to attend external courses and conferences – possibly including the Institute of Fundraising annual convention in July.

Key Task Areas

You will assist the Fundraising Team in:

- Sending out supporter acknowledgment letters to churches and individuals, and recording these on the Raiser's Edge database
- Setting up new supporter records and amending current ones on the fundraising database
- Carrying out relevant data tidying exercises to improve the quality of data
- Contributing to the on-going development of the Raiser's Edge database
- Organising events for:
 - Friends/members (day trips, etc)
 - Major donor prospects (lunches and receptions)
 - Wider church sector (public debate)
 - County Churches Trusts (annual conference)
- Co-ordinating central, national support for the annual *Ride + Stride* event
- Publishing the bi-annual magazine, *Vested Interest*
- Researching and evaluating new fundraising and marketing ideas, including:
 - Direct mail fundraising
 - Advertising
 - New donor development groups (eg, Bronze, Silver, Gold) for our Friends (individuals) and Professional Alliance (companies)
- Proposal writing
- Research for grantmaking trusts and foundations

Knowledge and Skills Required/Desirable

- Competent use of Microsoft Office: Word and Excel is essential
- Ability to work methodically and accurately with an excellent eye for detail
- A diligent and methodical approach to often repetitive tasks
- Ability and experience of working to tight deadlines
- Good communication skills
- Experience of working with databases is desirable, but not essential

Further Information

The position will be based in the National Churches Trust offices in the City of London.

It should be borne in mind that the National Churches Trust comprises a small staff team, and you should be prepared to take on ad hoc administrative tasks.

This internship is for 3 months and we ask that anyone applying for this post is able to commit to the full period.

To apply, please send your CV and a covering letter telling us why you are our ideal candidate to recruitment@nationalchurchestrust.org

Closing Date: 18th March 2010.