



Foundations Team Fundraising Coordinator Post June 2026 / SD

Objectives for the role

The main objective of the role is to manage and grow the EMI UK Foundations Team Fundraising scheme which seeks to provide core funding for the UK office through regular giving from individuals. Corporate sponsorship and Trust Fund support growth are secondary aims.

EMI UK is initially aiming at recruiting 150 regular monthly donors giving £50/month within the two year period of the role.

Main Responsibilities

Implement donor management systems that support the continued development and growth of key donor relationships, ensuring partners feel looked after, valued and understand the impact of their giving.

Work with the Trustees, Director and Outreach & Engagement Coordinator to define strategy, and plan to manage existing donors and establish new relationships growing the fundraising year on year.

The role will involve working with staff from the EMI Global office and others to maximise the benefits of the IT system, other prior office experience and making best use of the resources of the wider organization.

Author, develop and maintain materials to support the Objectives – digital, social media, written and visual material, and presentations – both to inform existing donors and to engage new donors.

Gather and present metrics and evidence demonstrating the impact and outcomes of the financial support to EMI UK

Manage, update and develop the use of EMI online database maintaining records of UK donors.

Regular contact with Donors through email and by phone – to update them and to build relationship.

In respect of occasional Corporate Donors and Trust fund applications:

Input to the wider strategy and actions of the Trustees and staff, initiate and maintain good relations with donor representatives and report regularly to them the impact of their giving.

Joining with other EMI UK volunteers in weekly online devotions and in fortnightly staff coordination meetings.

Generally:

Create high quality visuals to be available to the outreach events and exhibiting programme of EMI UK and Christian festivals and events – and participate in person from time to time.

Participate in the twice yearly in person EMI UK events held around the country.

Represent the ministry in all public facing aspects of the work, understanding the global impact of the professional work undertaken and communicating effectively the value of the ministry.

Skills & Capabilities Required:

Essential:

Excellent communicator and comfortable in maintaining professional relationships – online, by phone and in person.

Excellent writing and visual communication skills.

Well organized and able to record/document actions

Good IT skills managing database and preparing presentations

Be in sympathy with the ethos of the Christian ministry and willing to join in the weekly devotional rhythms of the UK staff and volunteers.

Desirable:

Experience in donor relations

Experience in funding applications

Graphic design skills, experience in relevant software

General:

The post is a three day part time role working from home – reporting to the Director.

Proposed salary is circa £30k pa FTE pro rata to three days/week.

Expenses are paid at agreed rates. A laptop will be provided. Local access to the internet will be required.

The post will have three month probationary period and is for a two year period subject to satisfactory performance.