

# Job opportunity with the Friends of St. Ebbe's Trust

For the last 27 years FOSE has had the privilege of supporting gospel ministry among students in Oxford. A network of supporters has been built up over this time, providing invaluable prayer and financial support to the work of proclaiming and teaching the gospel.

The FOSE trustees wish to make a new appointment; a *Development Officer* to help develop our relationship with our supporters and to grow our supporters.

## Overview of the Role

The role will be part-time, working approximately 7 hours a week. The *Development Officer* will have responsibility for:

### Key Responsibility 1: Raising Funds and Prayer Support

The key task flowing out of this responsibility is: to develop, implement and regularly review our strategy to raise funds and prayer support. This may include:

- producing and distributing regular communications with supporters
- developing relationships with supporters through various means (eg regional gatherings, supporters dinners)
- developing the online presence
- building the supporter base
- developing a proactive strategy for generating new funding
- maintaining and managing the supporter database

In addition, the *Development Officer* will have responsibility for:

### Key Responsibility 2: Acting as secretary to the trustees

- Preparing the agenda for the meeting with the oversight of the chair
- Reconciling Bank statements with financial records
- distributing papers in advance of trustee meetings
- Attending and producing minutes of trustee meetings
- Completing action points from the meetings as reasonably directed by the trustees
- Acting as Data Protection Officer for the trust
- Supporting the chair administratively with FOSE matters as reasonably directed