

# Application Pack

## Major Donor Fundraiser

(with training provided)



Wyc|iffe  
Bib|e  
Trans|ators

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## Introduction from **James Poole, Executive Director**

The past year has been a difficult year throughout the world. The Covid-19 pandemic has seen so many plans changed and lives disrupted.

At Wycliffe we have seen this first hand as the urgent and vital work of getting the Bible into people's languages has progressed – despite the pandemic:

- More people have more of the Bible in their language than ever before
- The complete Bible has now been translated into over 700 languages
- Over 2,700 translation projects are currently in progress around the world.

As we look to the future it is even more exciting to think of the progress that the next 10–15 years could bring. The time is in sight when 99% of people will have the New Testament and 95% will have the complete Bible in their language. Through joining Wycliffe's staff team you could help make a significant difference in the lives of so many people, churches, and communities around the world.



James Poole  
Executive Director  
Wycliffe Bible Translators



## About Wycliffe Bible Translators

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We believe the Bible is the inspired word of God and that it should be available to all people everywhere speaking all languages. Today, however, 1 in 5 people still do not have the Bible in their own language.

We are part of the Wycliffe Global Alliance, a diverse community of over 100 organisations involved in about three-quarters of Bible translation projects going on today. In the UK we are the main organisation focusing on translating God's word for language communities that are still waiting, and one of the largest people-sending mission organisations.

A fundamental part of our work involves promoting the ministry to churches and enabling individuals to become involved in translation projects and support roles by serving overseas, as well as supporting independent Bible translation programmes run by local people and organisations in different countries.

Our vision is to enable all peoples to engage with the Bible in a language that speaks to their heart. We believe this is one of the most strategic challenges in world mission today.



*'If it were necessary to find a single turning point symbolising the movement of Christianity from the North to the South, a good candidate might be the founding of Wycliffe Bible Translators... This organisation has been the most visible promoter of Bible translation in the twentieth century. The translation of the Scriptures, in turn, may be the most enduringly significant feature of the global expansion of Christianity...'*

(Turning Points: Decisive Moments in the History of Christianity, Mark A. Noll, Baker Academic, 2000)

You can learn more about Wycliffe by exploring our website, [wycliffe.org.uk](http://wycliffe.org.uk).

## Wycliffe people

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Our staff team is approximately 60 people, consisting of members, employees, and volunteers. We have regional offices in Oxford, Belfast, Edinburgh, and Bridgend (near Cardiff), though the majority of our staff team spend most of their time working from home.

We describe ourselves as a celebratory, prayerful, professional and serving people, united in our love of God's word and our desire to see it reach everyone. We love to celebrate the small and large results of hard work and prayer both overseas and closer to home. We meet for prayer every day at 11:00am for 20 minutes and don't hesitate to stop and pray together if a need is brought to our attention. We desire to be more professional in all that we do, from our people care and development, to bringing our systems and processes up-to-date and being exemplary stewards of God's resources. We seek to serve one another with humility and passion and are quick to 'roll up our sleeves' to help one another when a deadline looms.

We are passionate about our people, whether employees, members, or volunteers, and desire to see everyone flourish in doing what they are gifted to do and in being whom God created them to be.

Under James' leadership, there is an appetite for change and for taking a step up to be a new and more effective organisation. And there is an excitement about the future and what we might achieve together as significant fresh investment in the organisation takes place in the expectation of future growth.

### **Members assigned to partner organisations**

There are over 300 members in active service with Wycliffe, including some who are assigned to the UK staff team.

Our members make up the majority of people serving with Wycliffe. These are people sent by their churches, and supported financially and in prayer by those churches and individual supporters. Typically, after a period of initial training in the UK, they relocate overseas to serve local communities by providing training, mentoring, and consultancy, in specialist areas such as linguistics, literacy, and Scripture engagement – whatever is needed to enable community transformation through God's word. Other members and volunteers serve with professional skills such as in finance, IT, and management roles, including in the senior leadership of our main partner organisations.

Many members serve with us for long periods, often exceeding 30 years. Increasingly, long-term members return home and continue their work from a UK base, making the most of the opportunities afforded by online collaboration tools, and making regular trips overseas.

The day-to-day management and care of members is not provided by Wycliffe. Rather, members accept assignments with partner organisations, most often with SIL International (our key strategic partner). This keeps local leadership at the appropriate level. But Wycliffe retains overall responsibility and works closely with partners to ensure good outcomes.



## The role of Major Donor Fundraiser

One of the many privileges of working for a Christian organisation, is that we get to play our part in helping people to give to the causes they care about. If God loves a cheerful giver, then our fundraisers have a wonderful opportunity to help supporters feel a sense of joy for the part they are playing in God's mission.



We are in a season of growth in income from Key Supporters (major donors). That's why the Leadership Team is keen to invest in this area of fundraising. So we're assembling a talented and experienced team to deliver work that matters so that the urgent and long-term work of Bible translation can accelerate.

At Wycliffe, you will be joining a professional and passionate team who love matching our supporters' passions with the needs of Bible translation, and letting them know the difference their generosity is making. You will play an important role so that the urgent and long-term work of Bible translation can accelerate. Ours is a culture that values excellence and where you will have autonomy and accountability to help you reach your goals. Full internal training and mentoring will be provided.

I look forward to hearing from you,

Robin Peake  
Director for Supporters

*'Working for Wycliffe means I get to work a day job that results in people around the world hearing about Jesus.'*

### Aims of the role

The Major Donor Fundraiser will be a confident and outgoing person who loves sharing good news, building relationships and achieving goals in this varied role.

Surrounded by talented and experienced fundraisers, you will be supported to be successful in this role and in your career. You will be part of a culture that combines spiritual passion with professional excellence, and values personal development.

### Salary

£23,000–£25,000

### Key tasks

Working as part of the key supporters' team the Major Donor Fundraiser will:

- Represent the organisation to major donors and other supporters in a manner consistent with our values
- Manage the relationships with major donors in such a way that Wycliffe's ministry is understood and opportunities to invest are presented appropriately
- Manage a caseload of 50–100 prospective and current key relationships. This involves creating individual plans to develop the relationships, keeping accurate records,

- providing regular reporting and proposals, meeting agreed annual income targets and progressively growing these
- Assist the team in organising events at which major donors and trust representatives will be invited to fund key projects within the Wycliffe portfolio
  - Have a good understanding of where funds are needed, working with colleagues to ensure the necessary supporting information is available
  - Make effective use of Salesforce (the organisation’s database), ensuring all relevant information on people and activity is captured in compliance with data protection legislation
  - Research prospective major donors as appropriate
  - Work with fundraising colleagues to deliver a joined-up programme of relationships and income generation
  - Accompany major donors on overseas trips when appropriate
  - Take part in, and lead as required, times of Christian devotions and corporate prayer
  - Undertake other duties, projects and responsibilities as required.

## **Skills and experience**

### **Essential**

- Warm and outgoing personality, with excellent interpersonal skills
- Able to build trust and to be persuasive
- Excellent verbal and written communication skills
- Self-starter, high achiever, keen learner, able to take initiative to achieve goals
- A high degree of personal organisation, with the ability to prioritise and focus in a remote work environment
- Fully committed to upholding Wycliffe’s aims and values
- Comfortable participating in daily office prayer meetings.

### **Desirable**

- Experience of working in a similar role
- Knowledge of relationship management software such as Salesforce
- Personal experience of cross-cultural mission.

### **Personal Qualities**

- A committed Christian with a Christ-centred approach, a deep personal relationship with God, a love for his word, a commitment to God’s church
- Fully committed to Wycliffe’s aims, and to cross-cultural mission.

## **Other requirements**

It is an Occupational Requirement that the post holder be a committed Christian who assents to Wycliffe’s Statement of Faith (included as an appendix to this pack).

Applicants must be able to prove that they have the legal right to work in the UK.

### **Further information**

**Reporting to:** Head of Key Relationships

**Location:** Home working but must be able to travel to Oxford once a month for staff gatherings as well as other meetings in a range of locations as requested.

### **Annual leave**

Full-time employees are entitled to 33 days of annual leave, to include bank holidays and the office closure at Christmas.

### **Working hours**

We are proud of our flexible working record and creatively consider all requests wherever possible, supporting where the request is role-appropriate.

This position is full-time (37.5 hours per week). Our core business hours are 9:30am to 4:00pm. You are entitled to a one-hour lunch break.

### **Term of appointment**

The appointment will be a permanent role and include a probationary period of six months.

### **How to apply**

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Closing date for applications is Thursday 15<sup>th</sup> July at 9am.

Interviews will be held in Oxford on Friday 23<sup>rd</sup> July.

To apply, email the Resourcing Team at [resourcing@wycliffe.org.uk](mailto:resourcing@wycliffe.org.uk) with your CV, application form, and a covering letter of no more than two pages in total, summarising your reasons for applying and explaining your ability to fulfil the Aims of the role and meet the Person specification.

If you would like to have an informal chat about the role please contact Robin Peake ([rpeake@wycliffe.org.uk](mailto:rpeake@wycliffe.org.uk)).

All applicants must be committed to the aims and values of Wycliffe Bible Translators.

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of the Equality Act 2010.

*'It's a privilege to work for an organisation that ensures that all we do starts in prayer. We are in a period of real growth and can see the ways God is blessing relationships.'*



## **Appendix 1: Wycliffe's Statement of Faith**

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Wycliffe Bible Translators UK & Ireland is a Christian organisation and as such is looking for a compatibility with the Christian faith and Christian standards of conduct in those who work with us.

### **Wycliffe doctrinal basis**

1. We believe the Bible, the inspired Word of God, is completely trustworthy, speaking with supreme authority in all matters of belief and practice.
2. We believe in one God, who exists eternally in three persons, the Father, the Son, and the Holy Spirit.
3. We believe all people, being created in the image of God, have intrinsic value, but as a result of sin are alienated from God and each other, and therefore in need of reconciliation.
4. We believe that Jesus Christ, the Son of God, born of the virgin Mary, is fully God and fully human; he demonstrated God's love for sinners by suffering the penalty of death in their place, rose bodily from the dead and ascended to heaven where he intercedes for his people.
5. We believe all who repent and trust in Jesus Christ alone as Lord and Saviour are, by the grace of God, declared to be right with him, receiving forgiveness and eternal life.
6. We believe the Lord Jesus Christ will return personally in glory, raise the dead, and judge the world.
7. We believe all people will rise from the dead, those who are in Christ to enjoy eternal life with God, and those who are lost to suffer eternal separation from him.
8. We believe in the Holy Spirit who imparts new life to those who believe in Christ; through his indwelling presence and transforming power he gives assurance and equips believers for holy living and effective service.
9. We believe the Church is the body of Christ, the fellowship of all believers, and is commissioned to make disciples of all nations.