

Job Description – Development Coordinator

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| Job title: | Development Coordinator |
| Reporting to: | Development Lead |
| Work base: | Office in Oxford OX2 only |
| Travel required: | An office-based role with some travel for donor and stakeholder engagements, events, and training days. |
| Salary: | £34,314 - £37,035 FTE, pro-rata 3 days a week & contributory pension scheme |
| Days worked: | 3 days a week. Tuesday to Thursday |

The Prison Phoenix Trust

The PPT are the leading experts in yoga and meditation in prisons in the UK and Ireland. Since 1988 we have supported the personal development and rehabilitation people living in prison through meditation and yoga. We do this through 121 mentoring, group yoga classes, peer support newsletters and resources such as books and DVDs that help people practise yoga and meditation in their cells. We deliver the British Wheel of Yoga's accredited training *Teaching Yoga in Prison*.

A small staff and volunteer team based in Oxford works with a network of self-employed yoga and meditation teachers across the UK and Ireland.

This new role is part of an expansion of the staff team to build the capacity of the charity to meet the growing demands for its services and the income to support this.

The role

At an exciting time for the expansion of the charity's fundraising activities, the Development Coordinator will play a pivotal role in driving and expanding the charity's income from individual donors while leading the development and execution of community fundraising initiatives and events. This role is pivotal in building and nurturing long-term relationships with individual donors, cultivating new donor prospects, and developing innovative community engagement strategies.

The ideal candidate will be an energetic and passionate professional with expertise in donor relations, event management, and community fundraising. They will be skilled at creating impactful experiences that inspire both individual and collective action, making a lasting difference in the lives of those we serve.

Responsibilities

1. Fundraising

- Plan, execute, and track fundraising activities, events, and campaigns aimed at growing The PPT's supporter base, increasing voluntary giving and nurturing long-term commitment.
- Execute quarterly fund raising appeals from creating lists of supporters, segmentation of data to support refined messaging, creating bespoke letters through mail-merge, printing and orchestrating team involvement for completion.
- Innovate and implement a donor acquisition strategy appropriate for the values of The PPT.
- Implement an audience segmentation approach to building individual, regular and legacy giving, drawing on accurate analysis of data
- Support colleagues in the development and procurement of a new database and/or customer relationship management system.
- Support colleagues in the development and procurement of a new website for The PPT with strong fundraising functionality and
- Coordinate logistics for fundraising events, including managing relationships, scheduling, and the event promotion working closely with the communications coordinator.
- Track and manage donations, pledges, and payments, using the database and online platforms.
- Manage and grow The PPT's community outreach programme and community fund raising activities.
- Work with the Development Lead and Communications Coordinator to create online fundraising campaigns.

2. Donor care and relations:

- Manage relationships with current and prospective donors by ensuring timely acknowledgment of gifts and working closely with Communications Coordinator to provide audience-specific systems for feedback.
- Prepare and send thank-you letters, gift aid receipts, and other correspondence.

- Work with Development Lead to create account handling systems for tiered categories of donors, aimed at retaining support and nurturing positive, long-term engagement.

3. Data management, analysis and reporting

- Maintain and update the supporter database, ensuring all records are accurate and up-to-date.
- Analyse data to provide reports on campaign and event outcomes, donor retention rates, and other key metrics to help assess the effectiveness of stakeholder engagement and fundraising activities.

4. Event Coordination

- Lead logistical planning for stakeholder engagement events, including The PPT's annual public event, festive tea, supporters' lunches and staff and volunteer engagement events.
- Create distribution lists and processes (such as Mail Chimp) for invitations, coordinating participants and keeping records.
- Identify and plan involvement in community specific events and initiatives, such as the yoga, faith group and criminal justice communities.
- Work with colleagues, volunteers, and trustees to ensure events are executed smoothly and meet goals.
- Support the Yoga and Mentor Coordinators in organisation of silent retreat days, mentor workshops and yoga teacher trainings, by organising venues and other logistical tasks.

5. Communications and Marketing

- Assist the Communications Coordinator with creating content for newsletters, social media, and fundraising materials to engage supporters, stakeholders and the public.
- Help craft compelling messages for donor communications that highlight The PPT's mission and impact.
- Work with the Communications Coordinator to ensure fundraising activities and campaigns are promoted through various channels.

6. Support to Development Lead

- Support the Development Lead with administrative tasks, including scheduling meetings, taking minutes, and organising materials.
- Assist in preparing grant proposals, reports, and other written materials as needed.

Terms and Conditions

- 2-year fixed term contract
- 3 set days a week. Tuesday to Thursday
- Starting salary £34,314-£37,035 Full Time Equivalent depending on experience, pro-rata 3 days a week & contributory pension scheme.
- Flexibility of work includes occasional early starts, longer days travelling and orchestrating events, for which there is time off in lieu.
- Paid leave: Staff are entitled to 20 days annual leave per year, plus bank holidays, pro rata for part time roles. In addition, staff are entitled to leave on any normal working days falling between Boxing Day and New Year's Day.
- Pension: The charity operates a contributory pension scheme.

Applications due by midnight 1 December 2024 with a CV and covering letter about interest in and suitability for the role, sent to recruitment@theppt.org.uk.

This job description does not form part of the contract of employment and is subject to change in accordance with the needs of the organisation. The post holder will work at all time in a way which is consistent with the organisation's commitment to equality and opportunity. The PPT operates an equal opportunities policy.

November 2024