



Job description

Job profile	
Job title	Fund Development Analyst
Department	Fund Development
Reports to	Head of Development Operations (Karen McNeil)
Location	Cromwell Road
Travel required	No
Pay range	
Work pattern / hours	Mon-Fri 9.30 – 17.30 (standard hours, flexi-time available)
Date	ASAP
DBS? (used to be called CRB)	No
Genuine Occupational Requirement (GOR)?	No

Role context
<p>At HTB and its related entities, our vision is to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society.</p> <p>At Alpha International we believe that everyone should have the chance to explore the Christian faith, ask questions and share their point of view, wherever they are in the world. This role joins the Alpha International Development Team who are working to see that vision become a reality.</p> <p>Alpha is a course/series of sessions exploring the Christian faith. Each talk looks at a different question around faith and is designed to create conversation. Alpha is run all around the globe, and everyone is welcome. It runs in cafes, churches, universities and homes.</p> <p>Alpha International runs alongside the Holy Trinity Brompton group – a group of ministries with a vision to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society. As a Christian organisation our faith is an integral part of our working culture.</p>

Role purpose
<p>To be a pivotal member of the Fund Development team for Alpha International, driving strategic donor and gift analysis, tracking benchmarks and success metrics, and supporting the HDO (Head of Development Operations) in regular pipeline reporting.</p> <p>It is expected that the post holder would contribute to establishing systems which can effectively track our funding vs. budgets and expenditure. They will work closely with the HDO to ensure clarity in our budgets and track progress in our project spending.</p> <p>To Champion Raiser’s Edge and represent Alpha’s interests to the HTB Group with regards to how the database is developed to meet the Group’s needs. To support Alpha Fund Development team as</p>



they engage with Raiser’s Edge to track cultivation of key relationships and improve donor relationship management.
 To contribute towards Alpha’s ability to provide excellent customer service and donor experience through improvements in donor journey mapping.
 In addition, this role will work closely with the HDO to ensure that all systems and processes are legal and compliant with GDPR and will oversee data management and compliance for our donors.

The purpose of the Fund Development Team is to oversee and drive the plan to deliver annual core funding for Alpha International. This Development Analyst role is critical to team and organisational success.

Role dimensions	
People management	No
Key relationships – internal	Fund Development, in particular HDO, Giving Team, Alpha Senior Leadership, Finance, Alpha Regional Teams
Key relationships – external	Blackbaud (database provider), National Alpha Offices

Key responsibilities

- Produce reports and analysis on strategic and financial activity with data-driven recommendations
- Inform Fund Development benchmarks and success metrics for strategic and financial goals
- Track and monitor progress against benchmarks and success measures
- Analyse donor behavior and interactions to provide improved donor cultivation and experience
- Perform financial analyses to ensure that spending is aligned to budget and strategy
- Champion the use of Raiser’s Edge and ensure all Alpha data on the database is accurate and up-to-date
- Be the primary contact and provide administrative and technical training and support for Raiser’s Edge
- Regularly generate pipeline reports and monitor progress against financial goals
- To support fundraisers and global team with regular reports on fundraising activity
- Ensure continued team adherence to privacy and fundraising regulation, including but not limited to GDPR
- Together with HDO, support regional development teams to ensure clear pipelines, priorities and success against annual funding goals
- Pull database reports to analyse gift, pipeline, donor info and analysis

Essential Skills, knowledge and experience



- Complete discretion and confidentiality around donor information
- Excellent analytical and communication skills
- 1-2 years' experience in database management
- Ability to work with databases including extracting data and reports, and able to interpret data and provide suitable recommendations where necessary
- Proficient knowledge of Excel
- Highly numerate with a natural technical and administrative ability
- Attention to detail, reliability and accuracy
- High degree of organisation and ability to prioritise
- Self-sufficiency, initiative and leadership with the ability to analyse problems and come up with solutions in a proactive and anticipatory manner
- Excellent communication and interpersonal skills with the ability to communicate complex concepts in a simple and easily understandable manner
- Able to provide training and interact across diverse teams and departments
- Ability to foresee areas of risk and implement internal controls to mitigate risk
- Strong financial literacy
- Familiar with the Code of Fundraising Practice, the Fundraising Promise and General Data Protection Regulation

Desirable skills, knowledge and experience

- Raiser's Edge experience highly desirable (or equivalent CRM system)
- Experience working in a Fundraising environment desirable
- Background in Finance or Accounting would be an advantage
- Previous experience with IT systems would be an advantage

Working environment

This is a purposeful working environment where we strive for excellence in everything we do. Our workplace culture is shaped by our GRACE values; Gracious, Resolute, Appreciative, Capable and Engaged. We respect and value our colleagues, encourage and affirm often, challenge when necessary, supporting always. It is an inspiring and energising place to work where innovation and creativity is encouraged alongside passion and discipline, diligence and professionalism. The staff community is warm and engaging, with lifelong friendships being built.

Work expectations

- Mon-Fri: Standard Hours 9.30am - 5.30pm, flexi-time is available, role dependent
- The role holder may on occasion be required to work outside of the Standard Hours depending on business requirements
- 25 days holiday per annum
- 6-month probationary period
- We offer a variety of benefits including pension, childcare vouchers, season ticket loan, bike scheme and a number of discounts to local providers
- Whilst the role is Monday – Friday, the role holder will need to be available to work key dates during some courses.



- The role holder must be available to work at a selection of key events at HTB which could include Christmas services, Easter services, Annual Parish Church meetings or Fundraising events when required.
- Available to work at Focus (the church holiday in the summer, one-week duration).
- Attendance Tuesday morning staff meeting.
- If eligible, the role holder may be required to serve on the reception lunch cover rota once per month.