

Role	
<b>Position</b>	Project Coordinator
<b>Reports to</b>	National Partnerships Manager
<b>Contract terms</b>	Full time, permanent
Purpose	
<p>Drive transformational giving experiences through the management and delivery of a varied portfolio of high quality and engaging fundraising activities for major, mid and bequest supporter groups and prospects.</p> <p>The Project Coordinator manages and delivers a diverse portfolio of relational fundraising events, campaigns, international visits and other supporter engagement activities for the Partnerships team.</p> <p>This position requires strong project management skills, writing ability and a creative approach to problem-solving and project design. The Project Coordinator will work closely with other teams across the Marketing and Fundraising Department to champion and deliver best-practice and effective fundraising activities.</p>	
Key Responsibility Areas	
<p><b>Project Coordination and Execution</b></p> <ul style="list-style-type: none"> <li>• Lead the end-to-end management of high-value fundraising activities, including events, trips to the field, donor-centered engagement campaigns, and other special projects.</li> <li>• Develop work packages, roles, and responsibilities across project teams, leading the team and project activity to ensure seamless execution of projects, where commitments and deadlines are met.</li> <li>• Develop comprehensive project plans and strategies, including scoping new projects, establishing qualitative and quantitative targets and objectives, and timeframes for delivery, in collaboration with the Partnerships team.</li> <li>• Develop and manage project budgets, including tracking expenses and variances, securing sponsorships, and partnerships with third-party providers to ensure the efficient use of donor funds and enhance collaboration and external support for Tearfund's fundraising projects.</li> <li>• Provide regular reporting and risk assessment management throughout projects.</li> <li>• Oversee the production and delivery of cyclical reports and proposals to support retention strategies of key supporters in collaboration with Comms, Design, and Engagement Managers.</li> <li>• Work closely with Partnerships and Comms teams to develop compelling fundraising messages and materials, including co-writing event messaging, calls to action (fundraising asks), supporter updates and presentations for target audiences.</li> </ul> <p><b>Strategic Insights</b></p> <ul style="list-style-type: none"> <li>• Provide insights and recommendations for fundraising activity to support the development of bespoke supporter journeys to increase giving potential, secure long-term partnerships, and widen Tearfund's supporter base.</li> <li>• Lead team debriefing process, assess project outcomes, analyze fundraising data and performance metrics to evaluate effectiveness, and make data-driven recommendations to improve activity.</li> </ul> <p><b>Internal Engagement</b></p> <ul style="list-style-type: none"> <li>• Collaborate with other teams to maximize fundraising opportunities to engage high-value supporters and prospects with Tearfund's mission.</li> <li>• Collaborate with Engagement Managers and Project Managers to develop, embed, and optimize best practice project management processes and documentation within Tearfund.</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with peers towards shared vision.</li> <li>• Support Tearfund's Mission and Core Values</li> <li>• Abide by all Health and Safety, and Child Protection regulations and policies</li> </ul>	
Relationships	
<b>Internal</b>	▪ Events, Church, Campaigns, Programmes, and Financial Operations teams
<b>External</b>	▪ Third party suppliers
Competencies	

**Project Management:** Demonstrated ability to take ownership of and manage end-to-end fundraising activities, including planning, execution, and budget management. Experience in scoping projects, establishing targets and objectives, and ensuring timely delivery. Strong organizational skills to oversee multiple projects simultaneously. Champions process management.

**Proactivity:** Comfortable working autonomously and energised by a busy and varied role. A creative thinker with high capacity for solving problems, at times under pressure, with a strong sense of ownership and accountability for driving success. Energised by targets & KPIs.

**Financial Management:** Proficiency in developing and managing project budgets, tracking expenses, and securing sponsorships and partnerships to optimize the use of donor funds.

**Reporting:** Strong reporting skills to provide regular updates on project progress and effectively communicate risks. Ability to assess project outcomes, analyse fundraising data and performance metrics to evaluate effectiveness. Experience in making data-driven recommendations to improve fundraising activities.

**Interpersonal engagement:** Champions a collaborative work ethic and takes a relational approach to building positive and respectful partnerships, both internally and externally.

**Technical:** Fluency in all standard Microsoft products (Outlook, Excel, PowerPoint, Word and Teams.) Strong comprehension and writing skills. Ability to quickly learn new software like Microsoft Dynamics and project management tools.

**Experience**

**Essential**

- 3+ years working in a project management/events role
- Demonstrated experience of managing multiple concurrent projects

**Desirable**

- Experience in fundraising/marketing
- Experience in the not-for-profit sector
- Experience with Project Management tools
- Experience with a CRM system

**Qualifications**

**Essential**

- Tertiary qualifications, drivers license

**Desirable**

- Relevant tertiary qualifications – fundraising, sales

**Work environment requirements**

**Essential**

- A strong commitment to Tearfund’s Christian ethos and values.
- Visit venues/suppliers and be at multi-city events for 2-3 nights away from home at times
- Mix of Home-based office and Tearfund office

**Key Performance Measures - How do you know you are successful in your role?**

Here are a couple of example metrics that will be used to determine success in the role.

- Progress towards key project or campaign milestones
- Contribution of projects towards key financial targets
- Contribution of projects towards key engagement targets including:
  - # of donor type changes up the donor pyramid
  - # of multi-year or regular gifts
  - # of first time givers
  - # of sponsorship/GiW sign-ups
  - # of intrinsic/business partnerships to receive Goods in Kind