

Job Description: Donor Relations Officer

Location: Ware, Hertfordshire, SG12 8LX; (some hybrid working will be possible)

Team: Marketing & Communications Team

Reports To: Head of Marketing & Communications

Salary: £26,523 per annum

Employment Type: Full-Time

All Nations Christian College has been leading the way in cross-cultural mission training for over 60 years. We provide a flexible undergraduate programme validated by The Open University, alongside specialist short courses and a well-established postgraduate programme for mission leaders. Based in the UK, north of London, we are an independent, evangelical, interdenominational Bible college welcoming students from all over the world. Our mission is to serve the global church by training disciples of Jesus Christ for mission in a multicultural world.

Role Overview

The Donor Relations Officer will be responsible for crafting compelling, donor-centred communications that strengthen long-term relationships with partners and supporters, deepen engagement and inspire giving. One of the main areas of responsibility will be to produce proposals and reports for stakeholders, especially strategic partners and donors. The postholder will work closely with the other members of the Marketing and Communications team, as well as collaborating with other departments within the college. The ideal candidate will have proven experience of producing copy for fundraising and donor relations purposes, and will be a skilled storyteller who can translate the strategic objectives of the college into resonant narratives, understands donor motivations, and writes with clarity, empathy, and purpose.

Key Responsibilities

Fundraising & Stewardship Writing

- Develop persuasive and high-quality copy for multi-channel fundraising campaigns (direct mail, email, website, social media etc.)
- Write impact reports and stewardship letters that convey gratitude and demonstrate impact.
- Create case statements, proposals, and presentations for major donor and foundation audiences.
- Oversee the ongoing use of Donorfy CRM to ensure it functions in a way that optimises ANCC's efficiency and makes full use of its functionality; carry out system integrations as needed.

Storytelling & Content Development

- Interview students, alumni, partners, staff and donors to develop authentic, mission-driven stories.

- Adapt organizational content for various donor segments, ensuring a consistent voice and message.
- Collaborate within the Marketing & Communications team to pair copy with strong visuals, and input to other priority projects as required.

Editing & Quality Control

- Proofread and edit donor communications to ensure accuracy, clarity, and alignment with the college ethos and brand guidelines.
- Maintain a consistent, donor-focused tone across all written materials.

Collaboration & Strategy

- Work closely with the members of the Marketing & Communications team to align donor messaging with campaign goals.
 - Collaborate with other teams across the college including the Academic, Training and Finance Teams.
 - Contribute to the development of content calendars and communication strategies.
 - Track and analyse response rates and engagement to inform future copy.
 - Fully participate in All Nations community activities when possible.
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Qualifications

Required:

- Bachelor's degree in Communications, Journalism, Marketing, English, or related field, or equivalent work experience.
- 3+ years' professional writing experience, preferably in donor relations and fundraising communications.
- Proven ability to write clear, compelling, and engaging copy and marketing materials for diverse audiences.
- Strong interviewing, research, and storytelling skills.
- Excellent editing and proofreading abilities with strong attention to detail.
- Familiarity with donor stewardship best practices and fundraising language.
- Experience of producing and tracking fundraising campaigns, tracking impact, reporting and lesson learning.
- Excellent written and verbal communication skills, including the ability to effectively present information and engage cross-culturally.
- Ability to work collaboratively within a multicultural team and wider organisational departments.
- Experience with CRM or donor database systems.

Preferred:

- Knowledge of direct response fundraising principles.
- Basic understanding of SEO and digital content best practices, and awareness of upcoming trends and changes in the sector, including best use of AI.
- Experience of working with Canva and other document editing software which pair visuals with text.
- A heart for Christian cross-cultural mission and commitment to the goals and ethos of All Nations Christian College.

Core Competencies

- **Mission Alignment:** Deep commitment to the organization's mission and values.
 - **Empathy:** Ability to write from the donor's perspective, honouring their role in making impact possible.
 - **Creativity:** Innovative in approach while respecting brand and voice consistency.
 - **Collaboration:** Works well across teams and responds constructively to feedback.
 - **Deadline-Driven:** Manages multiple projects efficiently while maintaining high quality.
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Other Information

- There is a genuine requirement for this role to be filled by a committed Christian who is passionate about cross cultural mission and fully able to articulate the overall purpose as well as the detail of the College's mission, from a personal faith basis.
- All Nations Christian College is committed to safeguarding children and adults at risk from abuse and neglect. We expect all staff who work with us to share this commitment, and staff will be required to be checked with the Disclosure & Barring Service (DBS).
- Located at Easneye, Ware, Hertfordshire, UK.
- Working hours at college are 8.40am - 5.10pm. Occasional weekends and evenings will be required in this role eg for events
- Holiday: 30 days per annum (pro rata) plus 6 of the 8 bank holidays when they fall on a normal working day.
- ***Applicants must have the right to work in the UK***

Benefits

- Salary of £26,523 per annum
- Employer pension contributions of 8%. A salary sacrifice scheme option is also available.
- Life Assurance of three times salary
- Employee Assistance Programme
- 30 days holiday per annum plus bank holidays (excluding the May bank holidays) plus the days the College is closed between Christmas and New Year.

- Free, freshly prepared lunch at the College on your working days on site.

To apply for this role:

To apply for this role, please send us your CV and a covering letter explaining how your skills and experience are relevant, and why you are the ideal candidate for this post. Email hr@allnations.ac.uk

If you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please contact hr@allnations.ac.uk

(Applications will be reviewed as received, and early applications are encouraged.)