

## ***The Resurgence Trust – Development Manager***

The Resurgence Trust is seeking a member of staff to support the team in a flexible and varied role that involves fundraising, marketing, increasing memberships to the Trust and sales of Resurgence. Candidates should have experience of fundraising, marketing and sales preferably, within the not-for-profit sector.

**Salary = £20K pro rata. Ideally full time but can be flexible for the right candidate. Based in Hartland, North Devon. Apply with a CV and covering letter by email or post by 5pm on Friday 3rd September to [ian@resurgence.org](mailto:ian@resurgence.org) 01237 441 293**

The Resurgence Trust, Ford House, Hartland, Bideford, Devon EX39 6EE  
[www.resurgence.org](http://www.resurgence.org)

### **Job Description**

#### **KEY TASKS**

- To work with key staff to develop and implement a fundraising strategy for The Resurgence Trust.
- To research new sources of funds, prepare and submit applications.
- To manage and develop a portfolio of current and future trust funders.
- Develop relationships with existing and potential donors together with Satish Kumar.
- To research, assess and implement new methods of generating income.
- To work with the marketing manager and membership manager to implement the Trust's marketing strategy to increasing membership to The Resurgence Trust.
- To represent Resurgence at fairs, events and conferences.

#### **OTHER RESPONSIBILITIES**

- To coordinate communications between each department in Resurgence to ensure that potential marketing and promotion opportunities are used effectively.
- To consolidate reports from each department into a single overview report to Trustees.
- To draft an agenda for Trustee meetings and minute the meetings for subsequent distribution.
- To help coordinate and administer staff recruitment.
- To act periodically as Chair and Minute-taker of monthly staff meetings.

## **Person Specification**

***Candidates must be supportive of the values, principles and aims of The Resurgence Trust and able to demonstrate the following:***

### ***Essential***

- Experience of developing and implement a fundraising strategy at an organisational level.
- Experience of successful fundraising, including completing funding applications for a range of grant-giving organisations (local, national or European).
- Experience of marketing and successful sales activities.
- Excellent administration and communication skills.
- Ability to work within tight deadlines.
- Ability to work as part of a team – in particular alongside Editor-in-Chief Satish Kumar.
- Competent in using Microsoft and Apple Mac operating systems including software for word processing, spreadsheets and email applications.
- Willingness to assist in general office duties including incoming/outgoing telephone calls etc.

### ***Desirable***

- Understanding and experience of working within the charitable sector.
- Knowledge of Ecology, Art and Spirituality – as applied to Resurgence's philosophy.
- Familiarity with specialist electronic publishing packages (i.e. In Design).

***For an informal discussion about the role please contact Ian Tennant on 01237 441 293***