Job Description

**Roman Catholic Diocese of Nottingham: Job Description**

**Department/parish:** Curia Central Services Office

**Job title:** Fundraising Development Officer/Manager

**Purpose of role:**

The Diocese of Nottingham has identified a clear and pressing need for a professional fundraising capability within our Diocese to identify and take full advantage of funding opportunities through a coordinated approach to increasing donations, grants and legacies in support of the Mission of the Church across our parishes.

To lead the strategic development of this fundraising capability, we are seeking either: -

1. **A Fundraising Development Manager**: An accomplished Fundraising Specialist, with evidence of a successful track record in fundraising for a faith organisation or other relevant charity, or alternatively;
2. **A Fundraising Development Officer**: A seasoned Charity Professional who can demonstrate achievement in project management, research, and communications and who, with training and support over the next 2 years, is able to develop into this fundraising leadership role in its fullness.

The primary aim of the role is to establish the capacity to drive fundraising in support of mission and outreach initiatives throughout the Diocese, promoting the three spiritual themes: Encounter, Discipleship, and Missionary Discipleship.

Guided by the Diocesan Mission Enabling Team (MET) and local Parishes, the Fundraising Development Officer/Manager will identify and provide support to projects and initiatives that foster a missionary spirit for evangelising the contemporary world. Additionally, he or she will work on initiatives aimed at preserving our Catholic heritage for mission, including appropriate building projects.

Through the formulation of the Fundraising & Development Strategy, and its execution, this role will offer fundraising leadership and guidance, encompassing our approach to regular parish giving, our legacy program, and securing grant funding.

The Fundraising Development Officer/Manager will extend fundraising support to Parishes and Diocesan Departments, helping to shape projects that effectively advance the goals of both the Diocese and individual Parishes. This includes identifying funding opportunities, crafting fundraising strategies, overseeing their implementation, providing advice on Diocesan capital expenditure proposals, and assisting in the preparation of grant funding applications to relevant funding bodies.

Working closely with contracted external bid writers, fundraisers, and project managers, this role will facilitate the transfer of knowledge and expertise to fundraisers within the Diocese and its network of Parishes.

**Based at:** Diocesan Curial Offices in Nottingham, with regular travel around the Diocese and occasionally elsewhere in the UK. The opportunity for a significant proportion of home working is possible if fulfilment of objectives allows.

**Hours of work:** 37.5 hours per week. Out of hours will be necessary on occasions. Overtime will not be paid.

**Contract:** Fixed term - 2 years, likely to become permanent if objectives achieved.

 **Salary:** Accomplished Fundraising Specialist: £35,000 - £44,000
 Charity Professional (developmental role): £29,000 - £36,000
 Depending upon qualifications and experience.

**Line Manager:** Chief Operating Officer

| **Main responsibilities** | **Standards expected/How achievement will be measured** |
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| *Fundraising & Development Strategy** Develop a Diocesan Fundraising Plan appropriate to the challenges facing the Diocese and its parishes, including current fundraising initiatives.
 | * A draft plan to be written, reviewed and accepted by the Bishop and Trustees within 12 months of appointment, which recognises and aligns with current and planned fundraising initiatives.
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| *Parish Development Project Support** Work closely with the MET and Parishes to identify development projects that support Parish and Diocesan Mission Objectives.
* Help Parishes configure projects to meet Mission goals and utilise grant funding opportunities most effectively.
* Support Parishes through external and internal funding application processes (e.g. Mission Enabling Fund)
* Work closely with the Diocesan Head of Stewardship to support Parishes in negotiating Diocesan capital projects approval processes, including Historic Churches Committee (HCC) approval where required.
 | * Positive relationships with Parishes; feedback from Parishes.
* Prioritised pipeline of potential projects agreed with COO, MET and Building & Sites Committee.
* High quality proposals submitted to MET/Building & Sites and HCC Committees, with few rejections or requests for resubmission due to submission inadequacies.
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| *Trusts and Grant-Making Bodies** Manage and lead the identification of, and approaches to, relevant trusts, foundations, and other funding bodies.
* Build relationships with major funders.
 | * Up-to-date database of funders and funding contacts.
* Effective working relationships with key funders evidenced by support for the work of the Diocese.
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| *Write applications.** Write tailored applications, addressing grant-making priorities and requirements as specified by individual trusts, foundations or grant making bodies.
 | * High quality applications; feedback from fundraising consultants.
* Minimum £100,000 grant funding achieved in 2nd year.
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| *Professional Advisors** Develop and maintain relationships with relevant competent professional consultants such as fundraising and community consultation advisors, and architects.
 | * Evidence of effective working relationships with advisors in all required areas.
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| *Grant Funding Capacity** Grow the capacity and skills of Parishes to complete funding applications by providing training and resources.
 | * Year-on-year increases in grant applications completed by Parishes.
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| *Communications** Collate case studies, photographs and information celebrating achievements.
* Work with the Diocesan Communications team, producing and contributing articles, publications and other support materials.
 | * Regular contributions to Diocesan publications
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| *Parish regular giving** To develop and support parishes in their invitation to the lay faithful to participate in the Mission of the Church and Christian Stewardship through their generous financial offering.

  | * Evidence of change towards an increased culture of giving.
* An increase in existing regular parish funding streams, demonstrating appropriate lay financial support for vibrant and active parishes engaged in serving their communities.
 |
| Support the COO with relevant special projects as required | Project support is timely, accurate and responsive to the needs of the team. |
| Participate in performance appraisal process and undertake any learning & training identified | Engagement is positive and collaborative, receptive, cooperative, and responsive. |

**Key Internal Contacts:** MET,COO, Diocesan Head of Stewardship, others in Curial Leadership Team, Parish Priests, Parish administrative staff, relevant Parish volunteers. There are no subordinate staff at this time, although additional posts may be created as and when justified.

**Key External Contacts:** Key contacts in priority grant-providers, and in development project professional advisers, suppliers and contractors. Those involved in development projects and grant funding in other dioceses.

**Experience and qualifications required for role:**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Roles: Fundraising Development Manager** (accomplished fundraiser)**= FDM****Fundraising Development Officer** (fundraiser development post) **= FDO** |
| * Educated to degree level, or equivalent qualification, or equivalent experience.
 | Both |  |
| * Demonstrated ability to manage complex projects.
 | Both |  |
| * Excellent written skills: good and accurate written English with the ability to produce concise and creative bids.
 | Both |  |
| * Strong presentation and verbal communications skills
 | Both |  |
| * High standard of computer literacy (Excel, Word, Power Point and Outlook and Internet).
 | Both |  |
| * Track record of initiative and creativity.
 | Both |  |
| * Ability to plan and prioritise a complex and diverse workload with minimum supervision.
 | Both |  |
| * Proven ability to undertake research.
 | Both |  |
| * Able to relate well to a wide range of people, in person, by telephone or by e-mail.
 | Both |  |
| * Ability and willingness to work collaboratively with the MET and Curial Leadership team, COO, EV Finance & Administration, Parish Priests and other colleagues.
 | Both |  |
| * Ability to focus under pressure and meet deadlines while working with good attention to detail.
 | Both |  |
| * Flexibility and adaptability to changing priorities.
 | Both |  |
| * Ability to see how this role fits into the bigger picture of the work of the Diocese.
 | Both |  |
| * Willingness and capacity to engage successfully in continuing personal and professional development.
 | FDO | FDM |
| * Car owner with current valid driving licence.
 | Both |  |
| * Willingness to work occasional evenings and weekends as required.
 | Both |  |
| * A relevant fundraising qualification
 |  | FDM |
| * Experience in applications for funding from Trusts and/or other Grant-making bodies.
 | FDM | FDO |
| * Experience of asking for and securing 5 and 6 figure gifts.
 |  | FDM |
| * A track record in helping to achieve fundraising targets.
 | FDM | FDO |
| * Familiarity with the use of CRM systems and fundraising databases.
 |  | Both |
| * Understanding of the charitable trust sector regionally and nationally, and of the wider funding environment and trends.
 | FDM | FDO |
| * Ability to understand and generate budgets.
 |  | Both |
| * Meticulous attention to detail.
 |  | Both |
| * Ability to design & deliver training programmes.
 |  | Both |
| * Prince2 or similar project management qualification
 |  | Both |
| * Awareness of the hierarchy of the Catholic Church and its priorities
 |  | Both |
| * Familiarity with the principles of Catholic Social Teaching and its application.
 |  | Both |

**Personal attributes:** Candidates do not need to be practising Catholics but must be sympathetic to the aims and values of the Catholic Church.

**Way of working:** Within a creative and enthusiastic team of staff to serve the Parishes, Curia and outside agencies supporting efficient operation of the Diocese of Nottingham.

The post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.