

SOUTHWARK

◆ CATHEDRAL ◆

Job Description

Job Title:	Fundraiser (Grants and Trusts)
Reports to:	Chief Financial Officer (CFO)
Key Relationships:	Chief Financial Officer, Chief Operating Officer, Finance Manager, Marketing & Communications Manager, Heads of Department
Salary:	£38,000-£40,000 per annum
Hours of work:	35 hours per week (excluding lunch breaks). Some flexibility required. Requests to work from home 1 day per week will be considered.
How to apply:	Please submit a CV and Cover Letter (no more than two sides of A4) outlining your suitability for this role, with reference to the main duties and person specification below. Applications should be sent to cathedralHR@southwark.anglican.org by Monday 13 th May 2024 at 12pm.
Interviews:	Monday 20 th May 2024

Overview

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

The Cathedral's mission, ministry and musical tradition are core to its life as a Cathedral and a parish church serving the community. It also relies on the valuable financial contribution made by its income generating activities such as its shop, café, conference rooms, corporate events and concerts. It is a very busy place, attracting 200,000 visitors a year to the Cathedral, its churchyard, shop and café. The Cathedral relies on a small but dedicated team to be inclusive and welcoming to all. Donations from visitors, our cathedral community and crucially from trusts and foundations are vital in supporting the work of our team to deliver its work and to conserve the fabric of our heritage site.

Role Purpose

The purpose of the Fundraiser role is primarily to raise funds from UK trusts, foundations and statutory funders and to identify, generate, grow and maintain this vital income stream. Some engagement to support other strands of fundraising will be required.

SOUTHWARK

◆ CATHEDRAL ◆

Context

The post-holder will work to the Chief Financial Officer and closely with the Chief Operating Officer and other managers of Cathedral teams. Their role will involve research and information gathering on potential donors and funding opportunities, a creative and broad approach to application planning and writing, good written and interpersonal skills and attention to detail in managing application and post-grant reporting processes. It requires the post holder to take a wide interest in all aspects of Cathedral life in order to deliver effective funding support to the work of colleagues.

Main Duties and Responsibilities

Research and Identification of Funders

- Develop and maintain a comprehensive understanding of our research projects and research funding plans, including in response to requests from Heads of Department and Senior Management Team;
- Research, identify and prioritise potential grants, personal & institutional trusts and statutory funders and funding opportunities, including keeping up to date with new fundraising opportunities in the faith and heritage sectors and in London;
- Undertake research on funders and grant making bodies to assess their potential for funding opportunities;
- Gather information and budgetary information from cathedral colleagues as required by potential funders;
- Develop and write high quality, compelling fundraising proposals and applications which communicate Southwark Cathedral's funding needs clearly and concisely;
- Work with the Marketing & Communications Manager to develop a compelling case for support documents and other donor materials to attract support for our research projects;
- Develop and maintain a pipeline of applications to trusts & foundations.

Fundraising

- Secure funding from UK trusts, foundations and statutory funding bodies to meet Budgetary targets and support proposed future projects at the Cathedral;
- Support the implementation of a trusts and foundations programme, with a view to increasing funding for flagship projects alongside core unrestricted funding;
- Assist with the organisation of fundraising events as required;
- Ensure approaches to trusts and other donors are streamlined and targeted.

Contact and Liaison

- Manage the Cathedral's donor records including gift aid declarations, personal information and legacy pledges and other non-financial information provided by donors - adhering to data protection best practice at all times;
- Liaise with the Marketing & Communications Manager to analyse the existing donor communications and suggest improved methods of engagement;

SOUTHWARK

◆ CATHEDRAL ◆

- Liaise with the Marketing & Communications Manager to arrange for the creation and maintenance of pages on the Cathedral website that highlight the fundraising activity and communicate successes achieved;
- Act as the primary point of contact for all existing and potential trust and grants funders, directing enquiries as appropriate;
- Develop a network of strong relationships with existing and prospective grant, trust and statutory funders;
- Organise meetings and events for prospective supporters and provide briefings for colleagues.

Information Management, Monitoring and Evaluation

- Maintain the Cathedral's fundraising database, ensuring all records are updated and maintained correctly in accordance with the Cathedral's data protection policy;
- Manage the reporting, recording and administration progress of existing grants, advising relevant members of the team well in advance of reporting deadlines;
- Work with others to develop and implement effective evaluation, monitoring and reporting processes for funders, and ensure reporting requirements are fulfilled and activities remain outcome and impact focused;
- Manage and maintain records and monitor progress of applications and relationships, including working to agreed KPIs;
- Prepare regular progress reports on fundraising and activities for SMT and the Chapter as required;
- Use the Cathedral's fundraising database to analyse the success rates to support fundraising strategy and individual projects;
- Work with the Finance team to ensure that all funding is quickly and correctly processed and acknowledged and that financial reports are available in the appropriate format;
- Work with the Governance & Committees Manager and Finance Team to support reporting requirements and compliance with the relevant legislation and codes of conduct;
- Work with the COO and Marketing & Communications Manager to create appropriate evaluation and legacy documentation.

Other

- Manage the relevant administration that accompanies this role, including booking meetings and taking minutes as required;
- Play an active role as a member of the Cathedral team, supporting each other as required;
- Be an ambassador for the Cathedral and assist the Fundraising Advisory Panel in developing positive relationships with the Cathedral's key stakeholders.

SOUTHWARK

◆ CATHEDRAL ◆

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Person Specification
Knowledge/Experience <ul style="list-style-type: none">• You will have experience of writing fundraising bids and completing engaging applications;• You will have knowledge and experience of heritage, community or religious grant-funding sources and how to access them;• You will have experience of handling applications and administrative procedures for grants;• You will be proficient in project finances, and budgeting, with skills in persuasion, advocacy, problem-solving, and decision-making;• Knowledge of best practice in the trusts sector is important;• You will have strong interpersonal, communication, and influencing skills;• Experience in a small or medium-sized charitable organisation;• Membership of the Chartered Institute of Fundraising is desirable.
Skills/Aptitudes <ul style="list-style-type: none">• Competent in the use of Microsoft Office applications;• Able to think creatively and laterally about funding approaches;• Good communication skills, both written and oral;• Strong administrative skills and attention to detail;• Good interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships.
Personal Attributes <ul style="list-style-type: none">• Able to work on own initiative and to plan and prioritise workload effectively;• Discreet and able to work confidentially with donors;• A good team player with ability to relate equally well to paid and voluntary staff;• Able to demonstrate sympathy with the aims and objectives of Southwark Cathedral.

Southwark Cathedral is committed to being an Equal Opportunities Employer. We believe in promoting and building a diverse and inclusive team, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law. Safeguarding is at the core of all we do. We follow best practice for Safer Recruitment.

SOUTHWARK

◆ CATHEDRAL ◆

Terms and Conditions

Working Hours

The working hours shall be 35 hours per week (exclusive of meal breaks). Some out of hours working will be required to support meetings and events and this will be notified in advance. Time off in lieu will be awarded in line with Southwark Cathedral's policy.

Annual Leave

25 days per annum as well as statutory bank holidays, with an additional 5 days (pro-rata) after 10 years service.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Season Ticket Loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.