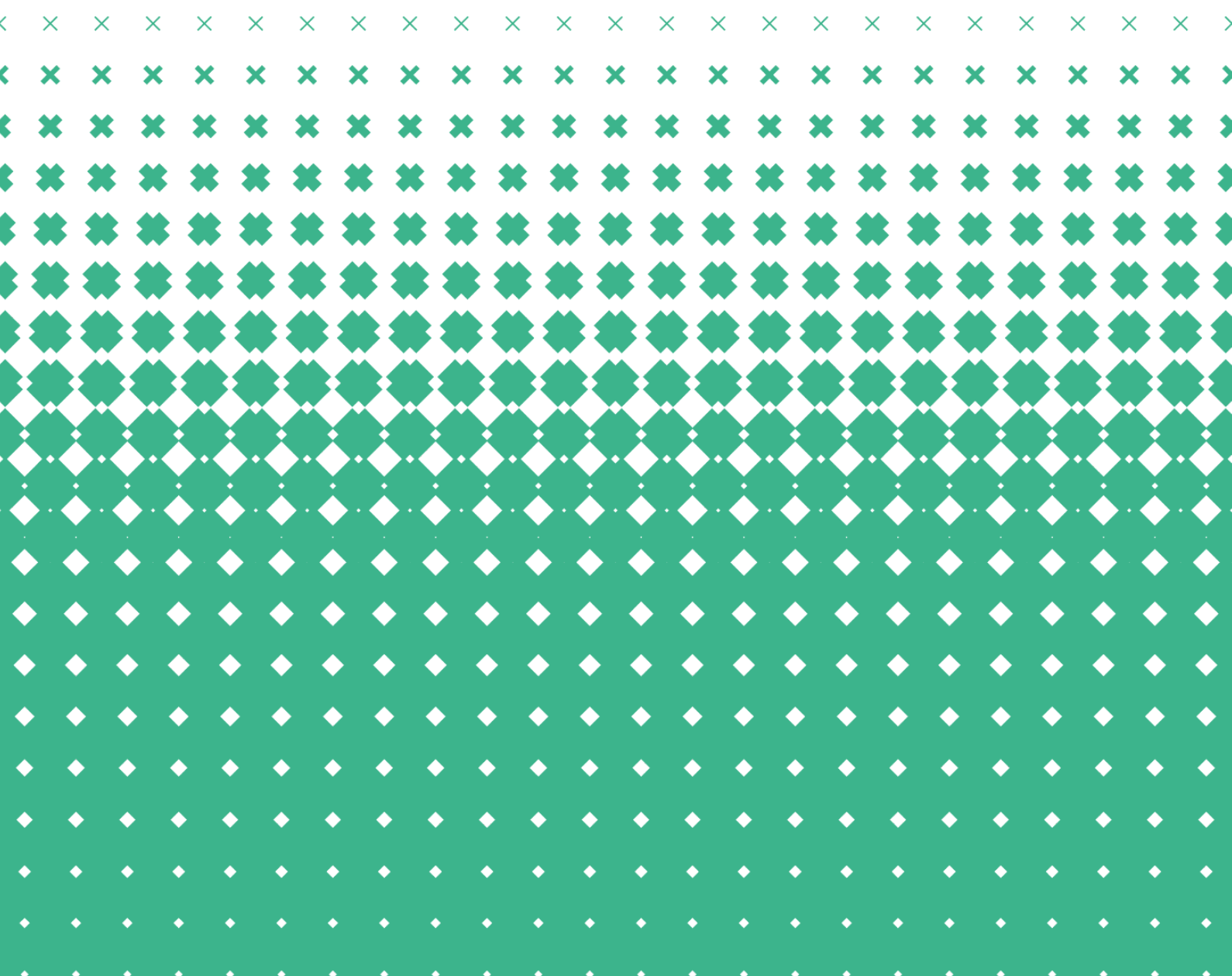




The Gregory
Centre for Church
Multiplication

Job Description: **Fundraising and Partnership Manager**



Employer

The Gregory Centre for Church Multiplication

Job Title

Fundraising and Partnership Manager

Responsible to

Philanthropy Lead

Overview

The Gregory Centre for Church Multiplication (CCX) helps the Church make disciples in new and renewed ways. We work with willing partners across the Church to catalyse multiplication, equipping leaders through adaptive learning pathways.

We are an agile missional centre, on the edge of the institution. Our team seeks to be audacious, holding a God-shaped ambition; generous; and committed to working together.

Under the direction of the Bishop of Islington, a suffragan bishop of the London Diocese, CCX supports church planting and church growth work in London, nationally and beyond.

Post introduction

We are looking for a highly motivated fundraiser who believes in the vision of CCX and who can work with the Philanthropy Lead to develop a committed donor base to support the work. Focusing on high value gifts, this role requires excellent writing skills in order to produce compelling proposals and reports for funders, as well as developing and maintaining relationships with Trusts & Foundations, and potentially individuals.

The post holder is expected to perform duties with a high degree of independence, initiative, and judgement in order to help grow fundraising income.

This is a part-time role (0.8 FTE)

There is an occupational requirement that the post-holder is a Christian under Part 1, Chapter 2, section 10 to the Equality Act 2010

Duties and Accountabilities

The post-holder will work alongside the Philanthropy Lead for the best performance of the organisation and in line with its values, aims and objectives. The role will involve developing and maintaining a strong network of financial partnerships with individuals and trusts to support the work of CCX.

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Principal

- Working closely with the Philanthropy Lead, help to develop and execute a multi-year fundraising strategy with a focus on high-value gifts including trusts, foundations and major donors
- Build and maintain excellent relationships primarily with trust and foundations but also with the opportunity to do so with individuals to secure significant gifts, ensuring they are kept up to date on the impact of their support. Work with members of the senior leadership team as needed to steward existing and develop new relationships

- Produce compelling proposals and reports, as well as other collateral in order to demonstrate the impact of the work of CCX and to win significant funding. Work closely with others in the organisation to gather information and stories to do so
- Identify and research potential new funders, helping to develop a strong pipeline of Trusts and Foundations, individuals and others
- Work with the Philanthropy Lead to identify and develop opportunities to further diversify fundraising income, for example exploring legacy giving
- Help raise awareness of CCX and its work at local and national level, including participating in networking and fundraising events to promote the organisation and build donor relationships
- Manage and update the CRM to accurately record all donor contact, giving and preference information and track progress toward fundraising goals
- Work closely with the Finance Manager to present budgets and financial information in easy to understand formats for funders, as well as ensuring accurate recording and reporting on grants and gifts
- Undertake fundraising activities in a way that meets or exceeds the Code of Fundraising Practice set by the Fundraising Regulator

General

- Maintain positive and productive relationships with key stakeholders, both internal and external to the Church of England, demonstrating an understanding of stakeholder perspectives and maximising alignment
- Pray regularly for the work of CCX as it seeks church growth and multiplication
- Participate in regular prayer times and occasionally lead team prayer and team meetings
- The post holder may be required to undertake any other duties (including training) that are commensurate with the role.

Person Specification

Essential

- Identifies with the CCX purpose to cultivate growth in the Church of England through multiplying disciples and Christian communities
- Identifies with and understand the vision of CCX to help equip and resource the Church to reach new people, in new and renewed ways with the good news of Jesus Christ
- Committed to our internal values that guide the actions, behaviours, and decision-making of our team
 - Ambitious: We seek audacious, Godly ambitions that come from His priorities
 - Together: We create community for a purpose by building authentic relationships across the whole Church and have fun doing it.
 - Generous: We give out of God's abundance, sharing gifts and resources with the whole Church
 - Tenacious: We set about our purpose with a contagious tenacity, knowing that God goes ahead of us
- Minimum of 3-5 years of experience in fundraising or equivalent, with a proven track record of securing major gifts from foundations, individuals or corporations
- Strong interpersonal and relational skills – effective listening, building trusted relationships, inspiring, and influencing others
- Demonstrates excellent written and verbal communication skills, with the ability to produce compelling proposals to win support
- Strong organisational skills with the ability to manage competing priorities efficiently to meet deadlines under changing conditions and exercise initiative
- The ability to work effectively and collaboratively with individuals from different parts of the organisation and beyond at all levels, with different church traditions, backgrounds, and perspectives
- Ability to understand and work with financial information, budgets etc

Secondary

- Is adaptable and willing to get involved in all aspects of the work of CCX where appropriate
- Experience of working with CRM databases to keep donor or similar information updated and to manage deadlines and workload

General

- Pray regularly for the work of CCX as the foundation for the growth and multiplication.
- Participate in regular prayer times and occasionally lead team prayer and team meetings
- The post holder may be required to undertake any other duties (including training) that are commensurate with the role.

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- Values difference in others and respects the dignity and worth of each individual
- Reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Gregory Centre therefore concerned to avoid discriminating against any person.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All CCX staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to cooperate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the CCX Health and Safety Policy;
- Make themselves familiar with accident and emergency procedures for their site;
- Inform their manager immediately of any health or safety deficiencies or dangerous situations or near-misses;
- Set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of the Chief of Staff.

Terms of Employment

Location: The office is currently at The Old Deanery, in the City of London (near St Paul's station). This post will also include remote working as necessary.

Post Commitments

There is an occupational requirement that the post-holder is a Christian under Part 1, Chapter 2, section 10 to the Equality Act 2010

Hours

This is a 0.8 FTE role with Wednesdays as an office day and the potential to work from home on other days, to be agreed.

Salary

£38,000-£45,000 FTE

Pension

The appointed person will be eligible to join the occupational pension scheme, or if ordained, join the Church of England pension scheme.

Annual Leave

Full-time employees are entitled to 30 days holiday, as with standard The Gregory Centre roles.

Contract

This post is offered on a permanent contract with a three month notice period.