

Job description



Job title: Regional Community Fundraiser

Line Manager: Fundraising and Communications Director

Purpose

- To build effective fundraising relationships with Diocesan Directors, Local Secretaries, Volunteers, Supporters, Religious and Parish Priests.
- To help people in parishes understand the theology and impact of mission in the world.
- To be responsible for coordinating the network of APF-Mill Hill Local Secretaries and volunteers in Southern dioceses (15 dioceses).
- To build an understanding of Missio's key role in working alongside people who are the most in need overseas to share the gift of faith and build life giving faith communities.
- To increase fundraising income across England and Wales to enable Missio to support missionary work overseas on behalf of the faithful of England and Wales.

Key Responsibilities:

Mission

- To own and coordinate the implementation of the Missio Business Plan relevant to the Community Fundraiser role.
- To be the external face and voice of Missio and develop effective relationships with Diocesan and parish based teams in supporting the fundraising activities of Local Secretaries and parish volunteers.
- To contribute Missio fundraising strategies and implement them in specific dioceses, ensuring that distinct charisms of The Society of St Peter the Apostle (SPA), Mission Together and The Association for the Propagation of the Faith (APF) are given equal prominence.
- To maximise use of the available communication and education materials to help people understand the theology and impact of mission, recommending improvements based upon supporter feedback.
- To produce and deliver presentations, school assemblies and facilitate volunteer training sessions as appropriate
- To organise and attend diocesan fundraising events which develop an understanding of Missio's key role in working alongside people most in need overseas to share the gift of faith and build life giving faith communities.
- To produce the Local Secretaries newsletter.

- To support Missio's social media engagement, including editing Facebook pages and Twitter messaging.
- To provide Local Secretary/Supporter feedback to colleagues to help improve processes.
- To undertake fact finding visits to overseas projects in order to communicate supporters' contribution to Missio (England and Wales) supported projects as appropriate and directed by the Fundraising and Communication Director.
- To contribute to the design, writing and production of marketing and fundraising materials and content.

People

- To work in partnership with other fundraising colleagues.
- To support Diocesan Directors' recruitment, training and management of parish based volunteers.
- To undertake training and development of Diocesan Directors, Local Secretaries and local volunteers and maintain accurate database records of training and fundraising delivery.
- To update contacts and activities on our supporter database (Progress) and provide colleagues with feedback from engagement with schools, parishes, conferences etc. to enable them to monitor and evaluate activity.
- To champion the concept of performance improvement.
- To encourage development of team working, flexibility, support of education, training and continuous development.
- Maintain a culture of dignity and respect for everyone by example.
- To promote and demonstrate Missio's core values.
- To develop appropriate metrics to measure the effectiveness and success of specific activities.

Financial Sustainability

- To increase the financial resources available for Missio to achieve its vision.
- To contribute to the development and implementation of effective fundraising strategies in collaboration with colleagues.
- To work closely with the Finance team to ensure that all incoming donations are processed, banked and followed up effectively.
- To maintain accurate database records of current donors, sponsors, and supporters, processing and recording donations received.
- To review and maintain regular updates of processes.

Any other related activities that may be required by Line Manager

Person Specification

Essential:

Competency	Criteria	Assessment
Knowledge of the Catholic Church in England and Wales	<ul style="list-style-type: none"> • Demonstrates passion for the work of mission 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Understanding and commitment to developing awareness of mission in the Catholic Church	<ul style="list-style-type: none"> • Demonstrates passion for the work of mission • Articulates clear understanding of mission 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates understanding of supporter motivation and faith based fundraising achievement	<ul style="list-style-type: none"> • Provides examples of working with volunteers in a faith based environment 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates evidence of developing effective fundraising relationships	<ul style="list-style-type: none"> • Provides examples of facilitating effective training sessions. • Provides examples of developing sustained fundraising activity. 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates creative thinking combined with outcome driven planning and organisation skills	<ul style="list-style-type: none"> • Provides examples of positive outcomes 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Ability to use Microsoft Office and digital communications, including social media.	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Interview
Demonstrates an understanding of the requirements for communicating with a diverse community of potential and current supporters and volunteers	<ul style="list-style-type: none"> • Provides examples of different styles used and the outcomes achieved 	<ul style="list-style-type: none"> • Interview
Demonstrates public speaking confidence	<ul style="list-style-type: none"> • Provides examples of public speaking in community event context; i.e. Mass presentations, Group talk and school assemblies 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Ability to work calmly and competently under pressure and achieve deadlines	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Interview

Desirable:

- Experience of working with clergy at all levels of the Catholic Church hierarchy.
- Experience of volunteer management in a fundraising context
- Experience of setting up and running a volunteer training programme

Summary of Terms and Conditions

- The employer is Missio, Registered Charity No.1056651
- This role is subject to a six months' probation period
- Notice is normally three months after completion of probation.
- Place of work is 23 Eccleston Square, London SW1V 1NU. The role will involve significant travel.
- Annual leave is 30 days, including Bank Holidays, (plus 5 allocated days for office closures), rising to 32 after five years' service
- Missio provides a stakeholder non-contributory pension scheme of 7% on completion of probationary period.