

JOB DESCRIPTION

Job Title:	Church Engagement & Fundraising Officer
Responsible to:	Church Engagement Manager
Salary:	£30-32k
Location:	USPG Head Office, 5 Trinity Street, London, SE1 1DB
Hours of work:	Full time - 35 hours per week (occasional weekend work) The post involves up to 20% travel within Britain and Ireland. Permanent contract.

About us

USPG is the Anglican mission agency that partners churches and communities worldwide in God's mission to enliven faith, strengthen relationships, unlock potential and champion justice. You can find out more about our work by visiting www.uspg.org.uk

About the Role

USPG has three major teams; Global Mission, Communications, Engagement and Fundraising (CEF) and Finance and Operations. Reporting to the Church Engagement Manager, the Church Engagement and Fundraising Officer role sits within the CEF team. This role will raise the profile and fundraising potential of USPG whilst creating a deeper understanding of its work across the Anglican Communion within the UK as a major organisational priority. The role will offer bespoke fundraising support, often face-to-face, to a defined set of churches and community members to enable and enrich their fundraising contribution at USPG. The role will motivate churches and community groups to engage through their giving, praying, and supporter actions.

About You

USPG are looking for a confident and self-motivated individual to implement the USPG fundraising strategy with a particular focus on churches and community engagement. If you have a passion for community fundraising, energising church, championing justice and relationship building, we'd love to hear from you.

You will bring your experience of fundraising and church engagement to build and nurture new and existing networks and relationships. You will support volunteers within their area of work and draw on volunteer expertise where possible.

You will analyse and interpret information and data in order to prioritise work to achieve results.

You'll meet or exceed the team's fundraising targets, both income and engagement metrics, generate creative and effective engagement ideas and be ready to partner with stakeholders including volunteers, leaders, pastors, ministers, colleagues and Christian media.

The Church Engagement and Fundraising Officer will play a key role in co-ordinating and supporting community fundraising activities, delivering USPG's engagement events and supporting our volunteers.

Principal Accountabilities (Responsibilities)	% Time
<p>Community Fundraising activities <i>Church Engagement, Running & Challenge events, DIY Fundraising</i></p> <p>Church Engagement</p> <ul style="list-style-type: none"> • You will steward a wide range of churches across Britain and Ireland inviting churches to engage in fundraising appeals, fundraising events, DIY fundraising and programmatic work. • Being the first point of contact for church engagement as it relates to fundraising whilst providing excellent care for new and current church contacts and missionaries with queries about speaking engagements. • Actively contact lapsed churches to offer them speakers or resources with the aim of reconnecting and engaging them in a fundraising opportunity. • To review church supporter data, identifying and mapping out church engagement opportunities to increase church giving. • Support and contribute to the innovation and testing of new products that will introduce USPG to new audiences and encourage people to take part and raise money. • Cultivate and nurture relationships across USPG supporting churches that will lead to churches giving, praying and taking action. <p>Running & Challenge events</p> <ul style="list-style-type: none"> • Lead on all Challenge events • Recruit and manage USPG running and challenge events portfolio. I.e. supporting fundraising pages and participant management. • Register for spaces in good time– working alongside Senior Fundraising Manager to equip and encourage participant fundraising, recruiting in the following races but not limited to, London landmarks, Royal Parks, Great North run, and London Marathon. • Report on income and engagement of all running and challenge events and community fundraising activities. 	<p>40%</p>

<ul style="list-style-type: none"> • Event communications: ensuring timely communications are sent to all attendees / participants to ensure a good supporter experience. • Work alongside Senior Fundraising Manager, Church Engagement Manager and Communications Manager to ensure all events are fully resourced and staffed. • Responsible for end-to-end management of key fundraising events. <p>DIY Fundraising</p> <ul style="list-style-type: none"> • Work with the communications team and fundraising team to create DIY fundraising resources. • Actively promote this area amongst church and community members/groups to realise opportunities for increased fundraising and engagement. • Report on the delivery of fundraising events, activities and suggest improvements to increase efficiency and maximise income. 	
<p>2. Engagement events</p> <ul style="list-style-type: none"> • Lead on the delivery of all USPG engagement events, both physical and virtual: <ul style="list-style-type: none"> ➢ Founder’s Day ➢ Carol Service ➢ Engagement webinars ➢ Volunteer Regional gatherings • Manage and support the delivery of USPG’s engagement at National Events and festivals: e.g. Greenbelt, Big Church festival • Support the delivery of annual USPG conference and any other new events. 	30%
<p>3. Supporting our volunteers</p> <ul style="list-style-type: none"> • Management and coordination of parish contact volunteers for church and community engagement. • Recruit and engage with volunteers in USPG events or supporter led events. • Manage supporter data; updating records and providing any reporting required from the Church Engagement Manager. • Provide administrative support and follow up actions that may be required from the Church Engagement Manager. 	30%

PERSON SPECIFICATION

EXPERIENCE AND BACKGROUND	E	D
Educated to degree level or equivalent		•
1 years’ experience of community fundraising and/or running and challenge events	•	

Experience of working in fundraising, working with volunteers, and communications teams within the not-for-profit sector, or in another discipline where you have gained similar transferable skills	•	
Experience of working with volunteers	•	
SKILLS AND ABILITIES		
Articulate and fluent in English, with excellent verbal and written communication skills	•	
Ability to relate to a wide range of people with excellent interpersonal skills Ability to produce written resources for a church audience.	•	
Confident and able to make 'cold' approaches with a fundraising appeal to individuals within the church and other organisations	•	
Ability to work as part of a multi-disciplinary team	•	
Self-motivated and able to manage own workload and time	•	
IT skills proficient in Word, Excel, Outlook, and PowerPoint	•	
Ability to use social media creatively, to gain popular following and engagement	•	
Database skills including data inputting, querying, and reporting	•	
GENERAL		
A practicing Christian comfortable with speaking in a church context	•	
An understanding of the Anglican Church and a working knowledge of its structures		•
A commitment to the ethos of USPG, and an understanding of the global church	•	
Willing to work unsocial hours including evenings and weekends	•	
Able to travel in the UK to promote the work of USPG	•	