



St Marylebone
Parish Church

Community & Development Manager

Job Description

Overview

In addition to building good relationships and following through with the major and most established grant making organisations, the Community & Development Manager will also need to show ingenuity in researching new and appropriately interested funders to support St Marylebone in its work, mission and ongoing upkeep.

Working closely with the Rector, Operations and Finance Team, the Music Departments and St Marylebone HCC *Psychotherapy*, the Development Manager will be responsible for keeping accurate grant and donation records, developing and updating a database of past and present funders from all sources as well as prospects through connections with the parish church and beyond, past and present.

Due to the wide variety of areas of work at St Marylebone, the applications should be varied, interesting and individually tailored to match the conditions of each of grant making fund. The Development role is centred on the big picture of achieving the target, reporting on activity that has taken place, identifying new funding opportunities and looking after key relationships with Trusts and Foundations and grant making organisations such as Westminster City Council. As the role progresses, it should develop into one where relationships are also cultivated with high-net-worth individuals, corporate fund givers and the wider community of which St Marylebone is part.

Principal Responsibilities

Fundraising

- Researching grant making Trusts & Foundations through all appropriate avenues, whose guidelines match the many and varied areas of the history and work of St Marylebone Parish Church, especially with regard to Music, Community-based activity, Heritage and Interpretation, Psychotherapy and Dementia.
- Identifying of new fundraising initiatives, particularly in Trust and other bid-related sources, to generate substantial income in line with the strategy.
- Crafting and submitting bid applications to Trusts for support, scheduling applications with attention to deadlines, monitoring results and ensuring that conditions of grants are logged and adhered to.

- Working with the Rector and others, contributing to the fundraising strategy to achieve targets across all funding sources but with particular focus on Trusts & Foundations, Church of England funding sources and the WCC/CIL funding streams.
- Undertaking special events (including donor recognition opportunities) with staff and volunteers.
- Prioritising initiatives as appropriate, in collaboration with the Rector and others, for development activities, projects and events.
- Work on the implementation of the agreed strategy within budget.

Development and Communications

- Drafting and submitting high quality grant applications/letters of request and all related documentation.
- Monitoring donations and managing an efficient and appropriate system for acknowledgements and thanks.
- Managing and executing strategies for cultivating and soliciting donations.
- Developing and implementing a plan for providing effective and persuasive reports and communications to donors, supporters and prospects.
- Supporting the staff team on the delivery of an effective communication strategy including social media.
- Overseeing responses to day-to-day enquiries received from donors/prospects.
- Acting as a valuable and enthusiastic ambassador and advocate for St Marylebone Parish Church and the work it embodies.

Research, Cultivation, and Solicitation

- Working to raise the giving levels of all donors, including members of the congregation.
- Planning creative and effective fundraising events to secure and maintain support.
- Developing and implementing a robust stewardship and legacy programme to recognise philanthropy, assure accountability to supporters, and cultivate deeper ties with donors.
- Monitoring and reporting regularly on the progress of the development programme to the Parochial Church Council.
- Ensuring that all systems and processes are in place to maintain appropriate record keeping, donor research and statistical reporting.
- Reporting use of funds and impact of gifts to all donors.
- Being familiar with and ensuring compliance with the Data Protection Act and other relevant Data, Safeguarding, Fundraising regulations.

- Maintaining the highest levels of discretion and confidentiality.
- Building on existing community relationships (including the Baker Street Quarter, Harley Street BID, the Howard De Walden Estate) and developing appropriate new relationships.

May 2024