

### Senior Development & Fundraising Manager

<b>Reports to</b>	Head of Development
<b>Team</b>	Development Team
<b>Directorate</b>	Parish Property and Fundraising
<b>Location</b>	London Diocesan House, Pimlico – Hybrid (minimum 3 days in office)
<b>Contract type</b>	Permanent, full-time (35 hours/week)
<b>Salary</b>	£45,000 to 52,000 depending on experience

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#### Job Purpose

The Senior Development & Fundraising Manager will play a key role in working with parish churches across the Diocese of London to develop and deliver restoration and rejuvenation projects that respect the heritage of an outstanding group of buildings while meeting the evolving needs of the communities they serve. Focusing on priority churches identified through the Diocese’s property and fundraising strategies, the role holder will partner with Parochial Church Councils (PCCs) and other stakeholders to ensure that churches are not only preserved but transformed into sustainable spaces that continue to serve as vital places of worship and community activity.

A central aspect of the role will be engaging with PCCs to understand their vision for the future of their church buildings, then working with a range of professionals—from architects and quantity surveyors to business planners and community audit consultants—to develop and shape projects that are both practical and visionary.

The role holder will be responsible for identifying and securing funding from a variety of sources, including the National Lottery, Trusts and Foundations, and local authorities, ensuring that investments are directed toward projects that offer long-term sustainability for these cherished buildings.

By fostering strong relationships with external funders and stakeholders, the Officer will champion the case for investment in church buildings, ensuring that each project contributes to the preservation of heritage, supports the transition to Net Zero Carbon and ensures the future relevance of churches as community hubs.

The role requires someone who is both a skilled fundraiser and a strategic thinker, able to navigate complex projects and bring together diverse groups to achieve shared goals.

Ultimately, the Development and Fundraising Officer will help churches across the Diocese thrive in the 21st century, ensuring they remain active, vibrant spaces for worship, service, and community engagement for generations to come.

## **Key Relationships**

- Parish Property & Fundraising Team colleagues
- Parishes Vicars and Archdeacons
- Parochial Church Council (PCC) members
- Funders: National Lottery, major trusts and foundations, local authorities

## **Job Responsibilities**

### **Strategic**

- Contribute to the overall direction of the Development Team, helping to identify priorities and create and implement fundraising plans.
- Manage appeals, helping to shape strategic projects and devise strategies for funding programmes of activity across groups of churches. Current priorities include churches on the Heritage at Risk Register, Net Zero Carbon retrofit and churches in the Square Mile.
- Initiate outreach programmes, which raise profile and facilitate public engagement (such as Wren 300).

### **Parish support**

- Work with priority Parishes to support the development of capital improvement and community activity projects and advise on funding approaches, devising project scopes, budgets, and outlining the case for funding.
- Match parishes to fundraising consultants and oversee their work in the field.
- Deliver training workshops to incumbents, PCC members and consultants.

### **Networking & Prospecting**

- Develop and sustain relationships with major trusts and foundations, local authorities and the National Lottery
- Target emerging funding streams and work with fundraising consultants and parishes to submit applications.
- Research and identify new funding opportunities and develop external networks to support and grow the Diocese funding capabilities.

### **Fundraising**

- Write compelling funding applications and edit those of fundraising consultants.
- Manage and maintain an up-to-date database of funding opportunities and fundraising records.
- Collect data on demographics, deprivation and place-based need.
- Prepare reports for Senior Management Team, Archdeacons, and Fundraising Advisory Board.
- Feed into the strategic use of area grants and loans and LDF funding streams.

### **General**

- Ensure effective working relationships and collaboration between the Fundraising Team and others across the Diocese e.g. Compassionate Communities

- Help organise occasional fundraising events and dinners.
- Carry out any other duties that may be reasonably required
- Ensure that LDF policies and procedures are followed and adhered to and always act in a manner in keeping with its values
- Undertake other duties commensurate of the role.

## Person Specification

### Qualifications, experience, knowledge, skills, and other requirements

#### *Education and experience*

Degree qualified, preferably in relevant field
Experience of creating fundable capital projects aimed at regenerating buildings and organisations.
Demonstrable experience of fundraising, including a proven track record of securing substantial grants from local authorities, trusts and foundations and the National Lottery.
Experience of planning, managing fundraising campaigns, targets and budgets.
Experience of working with a client base with a range of abilities

#### *Knowledge and skills*

Very good IT skills, including Microsoft Office and databases for sales/fundraising
Excellent knowledge of local authority funding streams and National Lottery funding programmes.
Excellent knowledge of relevant Trusts and Foundations
Understanding of development and delivery phases of capital projects
Understanding of good fundraising practice and the legal and ethical considerations surrounding fundraising
Knowledge of and interest in historic buildings
Demonstrable understanding of and commitment to anti-discriminatory practice and equal opportunities

#### *Other requirements*

Respect of the mission and values of the Church of England
Right to work in the UK

### Competencies and Behaviours

<b>Focus on Self</b>	Recognises the impact of own behaviour and emotions on self and adjusts accordingly
	Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Recognises and adapts to individual differences and perspectives in culture, style, and viewpoint
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs

<b>Focus on Others</b>	Causes understanding in others by developing logical and well-reasoned arguments; writes fluently in a range of styles and formats
	Works intentionally towards effective partnerships with other workgroups as applicable
<b>Focus on Team</b>	Encourages and supports participation in induction, training, professional and personal development; expects, equips, and resources people to unleash their potential
	Identifies and follows safe work practices and takes action to address hazards, near misses and incidents
<b>Focus on Service</b>	Actively supports others through provision of pastoral support and encouragement Proactively provide advocacy as a core part of the support for people and environment
	Identifies needs and methods for engagement; oversees service delivery and cooperates across work areas to improve outcomes for people or places
	Initiates, prioritises, consults on and develops individual and team service delivery goals, strategies and plans; monitors progress against aims and goals of the team/unit when prioritising own and others' work; evaluates achievements and adjusts future service plans accordingly
<b>Aligns with strategy</b>	Enables others to understand the strategic direction of LDF and explains the reasons behind decisions; connects with others outside of direct team/department for information and expertise to support own activities and objectives and achieve alignment
	Evaluates current network for effectiveness and relevance to achieving strategic objectives within own area; identifies and creates opportunities to initiate new connections that will facilitate the achievement of organisational goals within own area
	Researches and reviews arguments, opinions and interrelationships before making judgements; sources valid, reliable, and sufficient information to make sound decisions
	Actively contributes to improvements and innovations; actively participates in reviews of policies, programs, practices and services

## The benefits of working with us

The LDF offers a supportive working environment, opportunity for career development and the following benefits:

- Competitive remuneration package
- 27 annual leave days to rise to 30 after 5 years' service, plus bank holidays
- 15% employer pension contribution and salary sacrifice available
- Death in service benefit x3 of basic gross salary
- Enhanced maternity leave of six months full pay, after 12 months' of employment
- Season ticket loans of public transport
- Access to Benenden Health Insurance
- EAP counselling through Health Assured
- Up to £100 for eye test and contribution to spectacles
- Two additional paid days for community volunteering

## Recruitment Process

Please send your CV and a cover letter outlining your experience and suitability for the role to [recruitment@london.anglican.org](mailto:recruitment@london.anglican.org).

The closing date for applications is **5pm on 27<sup>th</sup> November 2024**.

### First stage interviews:

**Date:** 2nd December 2024

**Format:** Virtual interview (via Teams)

### Second stage interviews:

**Date:** 10th December 2024

**Format:** In-person interview

If you have any questions about the role, or would like to have an informal conversation about it, please contact Nicole Crockett

Email: [nicole.crockett@london.anglican.org](mailto:nicole.crockett@london.anglican.org)

## About the London Diocese Fund (LDF) and the Diocese of London

The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.

The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese by generating income, providing a wide range of services and paying and housing its clergy.

### Our Mission, Values, Ambitions and Priorities

**Mission:** *For every Londoner to encounter the love of God in Christ.*

**Ambitions:** *Confident Disciples, Compassionate Communities, Creative Growth.*

**Priorities:** *Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.*

### Equality, Diversity, and Inclusion Statement

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

## **Safeguarding Statement**

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.