



Job description

Job profile	
Job title	Development and Alumni Coordinator (maternity cover)
Department	SPTC
Reports to	Tilly Bacon
Location	St Mellitus College, SW5 0LX
Travel required	No
Pay range	£24-28k pro rata
Work pattern / hours	0.5 FTE (fixed-term)
Date	
DBS? (used to be called CRB)	No
Genuine Occupational Requirement (GOR)?	Yes

Role context
<p>St Mellitus College (SMC) was formed in 2007 by the Bishops of London and Chelmsford. It delivers part-time and full-time context-based training in theology and ministry, preparing students for ordained, Reader (LLM) and lay ministries in the Church of England, and for leadership in other churches. In 2013, St Mellitus College, North West was launched, in partnership with five dioceses in the NW of England. In 2016, St Mellitus College, South West was launched in partnership with the dioceses of Exeter and Truro and in 2019, St Mellitus College, East Midlands is due to launch. SMC Teaching therefore currently takes place in four venues: St Matthias in Plymouth (Tuesdays), St Jude's in Earl's Court (on Mondays and Tuesday evenings), Chelmsford Cathedral (Thursday evenings), and Liverpool Cathedral (Mondays). St Mellitus College is dedicated to providing theology in the context of worship, unity and mission, helping Christians explore their faith more deeply, combining academic excellence, a focus on missional leadership, and the flexibility to fit around busy lifestyles.</p> <p>At HTB and its related entities, our vision is to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society. Each member of our team plays a vital role in making our vision a reality. As a Christian organisation our faith is an integral part of our working culture.</p>

Role purpose
<p>The Development and Alumni Coordinator will report directly to the Director of College Operations and be based in our Earl's Court centre. In conjunction with the Director of College Operations, the International Development Manager and the Dean, he or she will play a key role in helping to develop the fundraising strategy for the College, setting goals, maintaining the alumni community and managing the College's external relationships with all associated fundraising agencies and benefactors.</p>



Key responsibilities

Strategic Planning

- Within the College's overall strategy for future development, alongside the Director of College Operations to help develop a fundraising strategy including clear objectives, timelines, targets, performance measures and requirements.
- Identify opportunities for fundraising events for generating income
- In coordination with the HTB Group, establish an appropriate prospect management system together with a stewardship and recognition programme.
- Develop the 'Case for Support' for St Mellitus College and subsequently help design and develop specific fundraising approaches.
- Ensure the process for gift management and accounting is fit for purpose
- Coordinate, manage and 'clean' the current database of existing and potential donors, friends and alumni.

Income

- In conjunction with the Director of College Operations, help develop and achieve agreed income targets
- In coordination with the HTB Group fundraising staff, develop and implement an annual giving programme specific to St Mellitus College
- As appropriate, development and coordination of suitable events to encourage and motivate potential donors

Trusts and Legacy Fundraising

- Agree, draft and submit appropriate applications, create and maintain relationships and develop follow up reports with Trusts, Foundations and other charitable institutions which might support St Mellitus College and its work
- Research trusts and foundations and identify areas within St Mellitus College which would be attractive to grant-making bodies
- Help to develop a strategy to create and manage a legacy outreach programme

Alumni Development

- With existing College staff manage and coordinate alumni relations, in particular the management and maintenance of the alumni database, the creation of appropriate events and the development of a long-term programme for alumni support for the College
- With the communications staff, establish and maintain contact with alumni

Other matters

- In conjunction with the Fundraising Consultant, coordinate annual fundraising trips
- Maintain working relationships with other St Mellitus College centres and when requested and where appropriate provide support and guidance to their fundraising activity
- Maintain a cooperative and collegiate relationship with the Fundraising staff of HTB Group
- Be the main point of contact for all fundraising communications within St Mellitus College



This list is not exhaustive and additional duties may be needed as deemed appropriate by management.

Role dimensions	
Budget management (£)	No
People management	No
Key relationships – internal	Dean, Director of College Operations, International Development Manager, Assistant Deans, Fundraising Consultant, central finance team
Key relationships – external	Donors

Essential Skills, knowledge and experience

- Experience of project management and a keenness for organisation
- Ability to think strategically and to be part of a team
- Committed to the highest ethical standards of professional conduct
- Excellent communications skills, both written and oral
- Excellent interpersonal skills

Desirable skills, knowledge and experience

- Experience of charitable fundraising and the ability to create a balanced development programme
- Successful track record of gift fundraising, prospect management and stewardship
- Experience and understanding of the development of alumni relationships
- Knowledge and understanding of the application of database management for fundraising
- Experience of Trust and Foundations application, management and stewardship
- Experience of Higher Education fundraising and development

Working environment

We have a purposeful working environment where we strive for excellence in everything we do. Our workplace culture is shaped by our GRACE values; Gracious, Resolute, Appreciative, Capable and Engaged. We respect and value our colleagues, encourage and affirm often, challenge when necessary, supporting always. It is an inspiring and energising place to work where innovation and creativity is encouraged alongside passion and discipline. The staff community is warm and engaging, with lifelong friendships being built.

Work expectations

- This is a part-time position (0.5 FTE)
- Tuesday morning and Thursday and either Monday / Wednesday / Friday: Standard Hours 9.30am -5.30pm, flexi-time is available, role dependent
- 25 days' holiday per annum (pro rata)



- 1-month probationary period
- Salary will be in the range of £24-28k (pro rata) depending on experience
- We offer a variety of benefits including pension, childcare vouchers, season ticket loan, bike scheme and a number of discounts to local providers
- The role holder will need to be available to work key dates with possible evening and weekend availability
- The role holder must be available to work at a selection of key events at HTB which could include Christmas services, Easter services and Annual Parish Church meetings when required
- Available to work at Focus (the church holiday in the summer, one week duration)
- Attendance at Tuesday morning HTB staff meeting