



Job description

Job profile	
Job title	Fund Development Manager
Department	SPTC
Reports to	Tilly Bacon
Location	St Mellitus College, SW5 0LX OR St Mellitus College, East Midlands
Travel required	Yes, UK only
Pay range	£27-30k, dependent on experience and location
Work pattern / hours	Full-time
DBS? (used to be called CRB)	No
Genuine Occupational Requirement (GOR)?	Yes

Role context
<p>St Paul's Theological Centre (SPTC) is a constituent part of St Mellitus College (SMC) and one of the entities within Holy Trinity Brompton (HTB). SMC was formed in 2007 by the Bishops of London and Chelmsford, in partnership with SPTC and is widely thought to be one of the most innovative and exciting places to study theology and explore ministry. SMC's vision is 'hope-filled leaders, revitalised church, transformed world' which it seeks to achieve by developing Christlike leaders through theology, formation and training at the heart of the church, in the context of prayer, worship, unity and mission, energised by the life of the Spirit.</p> <p>The College has five centres across the UK – London, Chelmsford, the North West (Liverpool), the South West (Plymouth), and the East Midlands (Nottingham), and seeks to provide vibrant, innovative, and rigorous theological education through the delivery of non-residential, full-time and part-time training in theology and ministry at introductory, undergraduate and postgraduate level, preparing students for ordained, Reader (LLM) and lay ministries in the Church of England, and for leadership in other churches.</p> <p>Each member of staff plays a key role in contributing to our vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation, our faith is an integral part of our working culture.</p>

Key responsibilities
<p>Strategic Planning</p> <ul style="list-style-type: none"> • 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
- Coordinate annual fundraising trips

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
- Research impact and social return on investment to inform donors

Other matters

- 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, Director of Development, Assistant Deans, central finance team, HTB Group fundraising teams
Key relationships – external	Donors, Trusts, Foundations

Essential Skills, knowledge and experience
<ul style="list-style-type: none"> • Experience of project management and a keenness for organisation • Ability to work independently, a self-starter who is motivated and able to take initiative • 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
<ul style="list-style-type: none"> • 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
<p>We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious and professional and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of variety. A can-do environment where innovation and creativity is encouraged alongside serving others. Staff community is warm and engaging with lifelong relationships being built.</p>

Work expectations
<ul style="list-style-type: none"> • This is a full-time position • 25 days' holiday per annum • 6 months probationary period • Salary will be in the range of £27-32k 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