

CARLISLE CATHEDRAL

Head of Fundraising

We're looking to appoint a passionate and innovative fundraiser with a successful track record to this new role.

The Head of Fundraising's principal responsibilities will be:

- To understand the fundraising needs of the Cathedral, and develop a mapping of the various potential sources of funds and grants
- To develop and implement a coordinated over-arching strategy for, and manage, all the Cathedral's fundraising activities
- To develop and undertake a donor giving strategy
- To coordinate and support grant writing across the Cathedral

Detailed role description

- To provide a coordinated over-arching fundraising strategy for all the Cathedral's fundraising activities
- Develop a rolling annual plan of fundraising activities together with funding targets across the Cathedral with the Cathedral Leadership, and oversee its implementation.
- The Head of Fundraising is funded for three years, however we expect that it will become self-funding early into this period, and will after three years become a permanent role.
- Specifically develop an understanding of the various potential fundraising bodies and individuals, and the most appropriate methods of engaging with them.
- To understand the Cathedral's intended developments with their business case and other drivers, in order to develop the most appropriate fundraising strategy. From this, identify the most appropriate potential funders or groups of funders and the processes and basis for making the approaches to each.
- Develop appropriate bids, applications, brochures, and other requirements to support the approaches to the various funder groups.
- Work with the Dean and Chapter to build effective relationships with potential funders to underpin and enhance the likelihood of successful donations and longer term affiliations.
- To help manage the newly installed CRM system, ensuring it is used consistently and in line with current requirements
- The role requires the job holder to work closely with the Cathedral leadership and other Cathedral departments in order to ensure that the fundraising strategy is both supported and implemented consistently.
- In addition to the planned fundraising activities, the Cathedral will continue to build relationships with specific individuals and bodies that have a history of supporting the Cathedral, and may choose to pursue funding opportunities if they arise.
- The Cathedral needs to be seen to be working to ethical standards consistent with its position as a faith organisation, and the job holder needs to be mindful of any potential conflicts or adverse publicity that could arise from fundraising activities.
- Be aware of the current health and safety policy and procedures.
- The successful candidate will be expected to attend courses, events and meetings as required to update on legislation and best practices, and other opportunities for personal development.
- All Cathedral employees are subject to completion of the Cathedral's safe recruitment process to the level appropriate for their position.

Working Pattern:

This role is full time, and evening and weekend work will be required to oversee specific events.

Flexible working pattern and some remote working will be considered.

Remuneration:

Salary: Circa £30,000 per year

Hours: 37.5 hours per week

Person Specification**Essential Qualifications, Skills and Experience**

- Educated to graduate level with evidence of further professional development in relation to fundraising or similar activities.
- Proven and demonstrable senior experience in charities or voluntary sector bodies across a wide range of fundraising activities, most especially in income generating events individual giving and submitting applications to trusts and foundations.
- Track record of pro-actively developing relationships and opportunities
- Evidence of successfully applying for grants applications and processes.
- Proven ability to plan, monitor and report on all aspects of fundraising operations, including income and expenditure activities.
- Excellent personal and communication skills.
- An understanding of data and impact on fundraising.
- IT competence.
- Attention to detail.
- Ability to work closely and flexibly within a small team.
- Ability to take initiative and adapt.

Desirable Qualities

- Experience or knowledge of working within a Christian setting.
- Sympathy with the aims of the Cathedral
- Membership of a professional body
- Experience of working with volunteers.