THE FRIENDS OF THE ARCHBISHOP OF CANTERBURY’S ANGLICAN COMMUNION FUND
JOB DESCRIPTION

JOB TITLE: DEVELOPMENT OFFICER

LOCATION: Generally working from home

TIME: 20 Hours per week

REPORTS TO: Treasurer

**Background**

The Archbishop's Anglican Communion Fund (ACF) is a registered UK charity which was established some twenty years ago to enable the Archbishop of Canterbury to mobilise support for the work of the churches of the Anglican Communion around the world. It is chaired by the Archbishop. A parallel trust - the Friends of the ACF - has practical responsibility for raising funds to support the work of the ACF. It too is a registered UK charity, chaired by Stephen Green. A full list of the trustees of both trusts is attached at Annex A.

One of the present Archbishop's highest priorities has been the work of the Communion. He has travelled extensively to see for himself the remarkable work of Anglican churches, in a wide variety of environments, including some of the poorest countries of the world. In many places, the Anglican Church may be small numerically but has inﬂuence and respect out of all proportion to its size, because of the painstaking and sacriﬁcial work it does in communities - often in the midst of war, social and political instability and heartrending poverty. In some areas, the church is the only functioning institution offering stability and hope in the community.

For a number of years now, a group of supporters in the UK has been raising funds to enable the Archbishop to respond to local churches as they seek support in developing this work. This support has helped local churches throughout the Anglican Communion in a whole variety of ways - including everything from training priests and pastoral workers, to building community outreach centres, to providing help with communications and transportation in some of the most hostile and remote terrain in the world, and to providing intensive support for traumatised refugees from conﬂict areas. It also helps to fund certain initiatives of the Anglican Communion to ensure that its voice is heard in appropriate areas of policy debate in such fora as the United Nations and in dialogue with other religious communities - notably through the Anglican Centre in Rome.

For a number of years the Fund has raised about £225,000 a year (partly in the UK and partly in North America). In 2014 the amount raised increased to £290,000 and in 2015 to £360,000. The ACF has no endowment, and the core donor base consists of a small number of supporters who have worked with the Fund since inception.

But there is so much more that can be done. Archbishop Welby wants more people in this country to be aware of what is being undertaken day by day in so many countries by Anglican churches - and of how remarkable and valuable, spiritually and socially, it is. He is aiming to give signiﬁcant impetus to this work, building a broader base of informed support in this country so that we can respond more fully, giving proactive and practical encouragement to Anglicans as they go about the work of ministry in the most challenging environments.

We have therefore set ourselves the goal of growing the ACF and broadening the support base signiﬁcantly to meet this challenge. There is every reason to believe that there are plenty of unfulﬁlled needs, and that increased support could be effectively deployed. We believe we should be able to grow annual funds raised to at least £500,000 as a next stage on a journey which could take funds to over £750,000 over the next three to ﬁve years. We have decided to focus on higher net worth contributors, rather than aiming at raising funds in small amounts from large numbers of people.

Trustees will be personally involved in driving this initiative, reaching out to potential supporters who will typically be committed Christians with an interest in the Anglican Church and its work, who have international sympathies and who have the means to contribute materially, ideally on a committed multi year basis. Success in this will involve appropriate support from an experienced development professional who will ensure methodical and cohesive donor relationship planning

**Purpose**

* The Development Officer will be responsible for the development and implementation of effective marketing, cultivation and stewardship strategies for potential donors and donors respectively to the Fund, in support of the fundraising plan.
* In addition, they will be responsible for establishing and maintaining excellent administration systems to ensure all aspects of activity (donor and event administration) run effectively

**Main duties and responsibilities**

In discussion and agreement with the Chairman and Treasurer:

1. Develop and implement an appropriate and effective marketing, cultivation and stewardship plan for donors and potential donors.
2. Create and disseminate promotional and stewardship materials (including print, e bulletins, through social media etc)\*
3. Create and organize appropriate stewardship and cultivation events for donors and potential donors respectively
4. Identify potential donors, and undertake donor or prospect research to create meeting or event briefings.
5. Provide administrative support for cultivation or solicitation meetings for the Archbishop, Chairman of the Friends, Fund trustees etc (pre meetings and follow up)
6. Set up a database for capturing contact and other relevant information (eg, gift and event information) for prospects and donors – at all times adhering to the data protection legislation\*\*
7. Set up and operate an excellent gift administration system (including the accurate recording of banking and thanking donors, claiming gift aid etc), ensuring that all appropriate records are kept and that donors receive a first-rate experience\*\*
8. Attend all meetings of the Trust’s Management Committee (working as a full member of the team, including submitting fundraising reports and proposing new initiatives)
9. Maintain a high level of confidentiality in the maintenance of personal and financial records
10. Manage own workload, undertake planning, agree priorities and timescales to meet schedules and deadlines
11. To undertake any other duties and responsibilities when requested, which are commensurate with this role.

\*at present there is no website. The Development Officer would be responsible for devising the brief and overseeing the implementation of any website

\*\* it will be the post holder’s responsibility to research, recommend and implement an appropriate CRM system as plans develop to record prospect and donor information

Working arrangements

The post-holder will work from his/her home mainly using e-mail/telephone for communication, and will attend meetings of the Management Committee which are held in London two to three times a year, as well as meeting ad hoc with the Chairman, the Treasurer and other Management Committee members as appropriate. Such meetings will normally be in London.

From time to time the post-holder will be expected to travel elsewhere in the UK to make presentations, meet potential donors etc. All operating and travel expenses will be reimbursed.

**Other information**

Working relationships

The post holder reports to the Treasurer, and works closely with the Chair of the Trustees, with other trustees, and with the Archbishop of Canterbury’s Anglican Communion Liaison Ofﬁcer who provides administrative support to the Trust.

Working hours

20 hours per week, Monday to Friday, times ﬂexible by agreement with the Treasurer.

Salary in the region of £20,000 per annum with appropriate pension arrangements

Leave

The post holder is entitled to ﬁve weeks leave per annum, plus a pro rata proportion of public holidays

Probationary period

The position will be subject to an initial probationary period of six months.

Notice

The position will be terminable by one month’s notice on either side.

**Person specification**

**Qualifications**

1. A good standard of general education to at least degree level or equivalent

**Knowledge and Experience**

1. Demonstrable knowledge and experience of success in donor relations or in a fundraising face to face role
2. Demonstrable experience of writing engagingly for a range of purposes using different media (print, social media etc)
3. Knowledge and experience of creating and managing events from small cultivation events to dinners
4. Knowledge and some experience of setting up a database and/or a simple website
5. A good understanding of data protection legislation, as well as donor tax arrangements such as Gift Aid

**Skills and abilities**

1. Excellent and flexible communication and interpersonal skills with an ability to build and maintain effective and good working relationships
2. Excellent communication skills to produce promotional materials and stewardship reports to a high standard of presentation
3. The ability to communicate effectively and persuasively in writing with an aptitude for design
4. Excellent IT skills with a good working knowledge of MS Office products and relational databases.
5. Proven ability as a good organizer (office and events)
6. Excellent time management skills
7. Be flexible in approach to the post and willing to work an occasional evening or weekend

**Desirable**

A good understanding and knowledge of the Anglican Communion

**GUIDANCE FOR APPLICANTS**

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Closing date: 30 June

Please apply to: barrynichols@btinternet.com

* sending us your CV with an accompanying email or document of no more than 500 words, in which you summarise why you feel you are suitable for this post with reference to previous experience gained in employment and/or in your personal life and any other relevant information, bearing in mind the person specification and job description.
* Please also give names and addresses including email addresses of two referees, stating whether or not we may contact them before interview. One should relate to your professional experience and one to your knowledge of the Church of England and the Anglican Communion.
* Please state whether there is anything we need to know about your general state of health in order to offer you a fair selection interview, or anything which you think might affect your ability to carry out the duties of the post?

**Annex A**

**The Friends of the Archbishop of Canterbury’s Anglican Communion Fund.**

**Trustees**

Lord Green of Hurstpierpoint UK Chair

Mrs Marion M Dawson Carr USA Vice-Chair
Mrs Marjorie Bannister UK
Mr John Fuke Canada

Lady Green of Hurstpierpoint UK
The Most Revd Josiah Idowu-Fearon Nigeria

Mr John E Merow USA

The Revd Barry E Nichols UK Treasurer
Mrs Suzannah O’Brien UK
Ms Janette O’Neill UK
Canon Margaret Swinson UK

**The Archbishop of Canterbury’s Anglican Communion Fund**

**Trustees**

The Most Revd & Rt Hon the Archbishop of

Canterbury UK Chair
The Rt Revd Jane Alexander Canada
Mrs Marjorie Bannister UK
Mrs Marion M Dawson Carr USA

The Revd Canon Chris Chivers UK

The Most Revd Richard Clarke UK
Mr John Fuke Canada

Lord Green of Hurstpierpoint UK

Lady Green of Hurstpierpoint UK
The Most Revd Josiah Idowu-Fearon Nigeria
Mr John E Merow USA
The Most Revd Barry Morgan UK
Ms Harriet Barka Nathan South Sudan

The Revd Barry E Nichols UK Treasurer
Mrs Suzannah O’Brien UK
Ms Janette O’Neill UK
The Very Revd Alexander Pope India
Canon Margaret Swinson UK