

CAMPAIGN DIRECTOR AT ST MARY'S CHIPPING NORTON

Overview

St Mary's is a growing parish church, committed to Word and Spirit ministry. Our stated mission is *"to share the life-changing love of Jesus, serving our whole community"*. It is an exciting place to be, with steady growth and a real sense of new life and change in the air.

At St Mary's, we have an exciting vision to serve our community in an ambitious and creative way at a time of substantially increasing need for many...

For nearly eight hundred years, thanks to the sacrificial giving and support of both worshipping and wider communities down the generations, St Mary's Church has existed as a building to serve the people of Chipping Norton, both as a place of worship and as a focus for the benevolent activities of the church family.

Over those centuries, the building and its furniture have been intermittently adapted and developed to meet the changing needs of the community that it serves, most recently with the conversion of the organ loft and redevelopment of the tower.

Throughout the centuries, the people of the church have also gone out actively from the church buildings, serving the community both physically and materially through the establishment of schools, almshouses, facilities for the vulnerable and various charitable bodies.

Our vision is to continue in this long tradition forged by previous generous benefactors and to dig deep, rising to the challenge of meeting the new needs and challenges of our own generation.

Our vision is two-fold:

- 1) In our town... to acquire a vacant landmark building on our Market Street (former NatWest) and to transform it into a vibrant centre of social activity serving a wide cross-section of the community, and into a visible and accessible source of practical support for some of the most vulnerable in our town;
- 2) In our church building... to enhance our historic church building, enabling it to serve better as both a place of worship and as a valuable resource for the town, equipped for today's needs and for those of future generations, making sure that there is no barrier for anyone, young or old, and regardless of physical impairment. We would love you to catch this vision and join us in seeking to transform the lives of those most in need in Chipping Norton!

Job terms and conditions

Job Title:	Campaign Director for the 'Building To Serve' campaign
Place of work:	The Church Office in the Parish Rooms
Working Hours:	22.5 hours per week. It is expected that the majority of these hours will be worked between 9am and 5pm, Mon-Fri, but that flexibility will be required to accommodate weekday evening meetings and Sunday availability between 10.30am-12.30pm as required.
Salary:	£17,000 per annum + 4% pension contribution
To report to:	James Kennedy (Vicar of St Mary's)
Employer:	The Parochial Church Council of St Mary's Chipping Norton with St James' Over Norton
Contract Term:	Temporary - 20 months (including 6 months probationary period)
Start date:	As soon as possible
Annual Entitlements:	5 weeks holiday pro rata plus bank holidays

Key Responsibilities:

1. Leadership and Planning

- a. To work with the vicar, project manager, build team and PCC to create a fundraising strategy to raise in the region of £3m for the development/refurbishment of The Old Bank and the reordering of St Mary's church building
- b. To liaise with the project manager to prepare annual budgets and to lead on the implementation of the strategy within the allocated budget
- c. Create a plan to target and develop each of the church's target audiences with relevant and bespoke propositions; HNWI, trusts and foundations, congregation and local supporters
- d. Maintain relationships with the lead donors, ensure meaningful stewardship plans are in place which give them the recognition they require

2. Communication

- a. Act as an authentic and committed figurehead for the project in a variety of contexts
- b. Develop and share a compelling case for support targeting the HNWI/major donors
- c. Provide regular communications, using a variety of channels, to the church congregation and project supporters outlining the project vision, results to date and stories of impact.
- d. Provide regular project updates and reports to donors and over-see day-to-day enquiries

3. Relationship Management and cultivation

- a. Research potential trusts and foundations which may be interested in providing funding to the project, develop relationships with key stakeholders and working with the project manager, develop proposals and budgets in line with the trusts' requirements.
- b. With the Vicar, identify and research potential major donor prospects from the church family network and develop appropriate cultivation and solicitation strategies
- c. Develop a plan for smaller annual donors and relevant supporter journeys
- d. Deliver a range of fundraising events and activities

4. Operations

- a. Ensure donor information is stored appropriately and in compliance with GDPR
- b. Provide regular income updates to the Vicar, Project Manager and PCC regarding progress against pre-agreed targets.
- c. Work with the Finance Team to ensure Gift Aid is maximised, to manage direct debits and standing orders and other gift administration

5. Other

- a. Maintain a high level of confidentiality at all times
- b. Support the values and vision of St Mary's Chipping Norton

Key Performance Indicators:

To include:

- a. Number of grant applications per month
- b. Progress against planned approaches to different publics
- c. Presentation to PCC around each aspect of the campaign
- d. %age return on applications made

Person Specification:

1. Experience and skills

- a. Some fundraising experience with an understanding of the fundraising cycle and evidence of an ability to meet challenging targets
- b. An understanding of what motivates people to give
- c. Events management experience
- d. Strong copy writing skills with an understanding of the key elements that donors would expect to see in a funding proposal
- e. Computer literacy

2. Attributes

- a. An infectious passion for the Building to Serve project and for helping the church to reach out and transform people's lives in Chipping Norton
- b. Fully supportive of the Christian vision and values of St Mary's Church
- c. The ability to communicate effectively, engagingly and persuasively both orally and in writing
- d. Highly organised with attention to detail.
- e. The ability to think and plan ahead and use your initiative to deal with challenges that arise.
- f. Excellent personal skills

Notes:

- o This job description is not intended to be a complete list of duties but does indicate the main ones attached to the post.
- o Due to the nature and strategic influence of this role, we believe that there is a Genuine Occupational Requirement (GOR) for this role to be fulfilled by a practicing and committed Christian believer. St Mary's is more than just an employer; we operate as a faith community. We pray together as a staff team every week, and share prayer and worship moments throughout our working week. Within the office environment, staff team members will regularly be praying over their work and really speaking the language of faith. Our culture and ethos as a church staff team is distinctively Christian and we seek to ensure that everyone joining the staff team will truly thrive in our environment and be able to contribute to our community of shared faith. Our roles, therefore, have a genuine occupational requirement to ensure protection of our strong Christian ethos and values, and our charitable objective of advancing the Christian faith.
- o The post-holder is required adhere to all relevant statutory regulations regarding health and safety, fire procedures, confidentiality and COSHH.
- o You will receive appropriate training to assist with your ongoing personal development for this role.

James Kennedy

**Vicar of Chipping Norton
& Team Rector of Chipping Norton Benefice**

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