

**Vision Statement:**

***The Highest Goal of all we do is to bring people to faith in our Lord and Saviour Jesus Christ and an experience of the abundant life that only he can provide.***



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Head of Fundraising
<b>RESPONSIBLE TO:</b>	Director of Communications and Funding.
<b>INTERNAL RELATIONSHIPS:</b>	Communications and Fundraising Department management team; line management of Supporter Engagement Team plus Legacy Administrator and Trusts and Foundations Executive Director Team; Finance Team, mission workers; international mission workers and partners.
<b>EXTERNAL RELATIONSHIPS:</b>	Major donors;; key supporting churches; legators; 24:7 Partners; UK Baptist ministers, church role holders, UK Baptist unions and associations; volunteers; consultants.
<b>LOCATION/TRAVEL TO:</b>	BMS Didcot and home working. Some UK travel required.
<b>JOB TYPE/HOURS:</b>	Full-time, permanent.

## **JOB OVERVIEW**

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**To lead the BMS fundraising, supporter engagement and church relations functions, delivering growing sustainable income across different voluntary sources to enable the delivery of BMS' objectives.**

This role works with the Director of Fundraising and Communications, Head of Operations and Resources and the Head of Communications in the overall management of the Communications Department.

## **ROLE & RESPONSIBILITIES**

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### **1. Fundraising strategy and management**

- In conjunction with the Director of Fundraising and Communications, develop a fundraising strategy to deliver agreed income targets.
- Coordinating team and fundraising efforts to develop income from the following sources:
  - Churches
  - Legacies and in-memory
  - Individual giving including high value donors
  - Trust, corporate and institutional

- Community
- Digital
- Develop, maintain and apply an advanced level of fundraising skills, knowledge and expertise and provide advice to the Communications department leadership team, and others across the organisation in fundraising and supporter engagement.
- Take full responsibility for the financial (assigned budgets) and information (donor database) resources used within the Supporter Engagement Team and, where appropriate, the wider department.
- Be accountable for the performance of BMS' fundraising activities across different income streams.
- Use advanced communications skills to provide advice and direction in all areas of fundraising, translating specialist fundraising knowledge into an accessible format for key stakeholders.

## **2. Leadership and management**

- Manage members of the Supporter Engagement Team (currently 4 directly, a further 3 indirectly), fully holding each team member to account for specific delegated performance targets.
- Build organisational fundraising capacity by delivering internal training.
- Work and line manage staff following BMS' policies and procedures.
- Manage BMS' engagement with its network of 3,000+ church-based role holders.
- Manage staff performance and support staff development needs
- Promote effective team working within the team and lead by example across the team.

## **3. Reporting and accountability**

- Report monthly on fundraising performance to the Director of Fundraising and Communications and quarterly to Executive Directors and the Finance and Audit Committee.
- Produce a quarterly review against targets, reforecasting where appropriate.
- Quarterly reporting against our Key performance Indicators
- Working closely with Finance Department to ensure we are aligned with income reporting.

## **4. Legal compliance**

- Hold responsibility for BMS' compliance with the Fundraising Regulator, keeping abreast of changes to the regulatory landscape.
- Take the lead on organisational compliance with GDPR and other relevant data protection law with respect to the personal data of BMS supporters, UK volunteers and potential supporters.

## **5. External representation**

- Represent BMS at Baptist Assemblies and other strategic events, such as ministers' conferences.
- Build relationships with high net worth individuals as potential donors to the organisation
- Build relationships with charitable trusts, foundations and other institutional funders
- Undertake speaking engagements on behalf of BMS at high-giving churches

- Lead the team which manages the formal representation of BMS' interests across 2000+ churches through the BMS Speaker Team, managing the deployment of mission workers, staff members and volunteer speakers.

#### 6. Other duties

- Collaborate with the Head of Operations and Resources and with the Head of Communications to advise and work with the Director of Fundraising and Communications on all aspects of the department's work, including contributing to BMS' wider strategy, both current and future.

### **PERSON SPECIFICATION**

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#### **SKILLS, KNOWLEDGE AND EXPERIENCE**

##### **Essential**

- Demonstrable experience in fundraising roles across a number of fundraising disciplines, especially, individual giving.
- Previous experience of managing and leading a team to achieve team targets
- Previous experience of developing a fundraising strategy to deliver increased income.
- Understanding of UK fundraising sector, including church giving
- Self-motivated with an ability to prioritise and handle various projects
- Excellent communication, and interpersonal skills, and proven ability to communicate effectively, both verbally and in writing, with a variety of individuals and stakeholders
- Proven ability to build, manage and develop successful and collaborative relationships both internally and externally
- Experience of managing budgets, both departmental and project.
- Strong organisational skills, and the ability to manage and prioritise a varied workload and that of the fundraising team
- Excellent project management skills
- Excellent numeracy skills with the ability to analyse and report on financial fundraising performance
- Computer literate with proficiency in MS office
- Understanding of UK fundraising regulatory environment

##### **Preferred**

- Relevant fundraising qualification
- Professional member of the Institute of Fundraising
- High level of understanding of the UK Church and Baptist context
- Understanding of contemporary mission
- In-depth knowledge of data protection law
- Excellent analytical skills
- CRM database management experience

#### **PERSONAL QUALITIES**

- Ability to create a professional and welcoming workplace culture
- Commitment to outstanding supporter care
- Mature, faithful and professional approach to the task and the team
- Have the highest level of integrity and standard of excellence
- Take confidentiality seriously and appropriately
- Demonstrable servant leadership qualities
- The ability to work with a variety of theologies and world views
- Work relationally and collaboratively
- Be self-aware, be comfortable with vulnerability and remain resilient

- Personal values in full support of BMS' mission, values and goals
- Be creative, adaptable, take initiative and be comfortable with risk
- Keep up-to-date on relevant specialism, including qualifications

#### **SPECIFIC OCCUPATIONAL REQUIREMENTS**

- The job holder must have the right to live and work in the UK.
- The job holder must be a committed Christian, fully in sympathy with the BMS vision statement.