



## Fundraising Officer

<b>Salary:</b>	£25,000 - £29,000 per annum
<b>Duration:</b>	Permanent
<b>Hours of Work:</b>	Full time (35-hour week)
<b>Terms and Conditions:</b>	6 months probationary period 25 days paid holiday per year Pension in line with auto enrolment
<b>Location:</b>	Westminster
<b>Reports to:</b>	Fundraising Manager

### Introduction

We want to keep churches open and in use.

Churches, chapels and meeting houses are impressive, exciting and surprising places. Whether seeking quiet reflection, access to critical community services, a warm welcome, a place to worship, or a space to explore, we believe they should be loved and supported. Available to all.

Working together with churches across all four nations, we help to maintain these wonderful historic buildings and keep them thriving today, and tomorrow.

Places of worship are an integral part of the UK's heritage and play a vital part in building and sustaining local communities, bringing local people together. The National Churches Trust is here to help them address the challenges and opportunities they face. The charity, founded in 2007, is the successor to the Historic Churches Preservation Trust (HCPT), created in 1953.

Our **vision** is for a nation where church buildings across the UK are well maintained, open for everyone, sustainable and valued.

Our **mission** is to keep the UK's wonderful collection of church buildings well maintained, valued and in use.

The charity's website [www.nationalchurchestrust.org](http://www.nationalchurchestrust.org) provides more information about the organisation and its work.

## Job description

Reporting to the Fundraising Manager, you will be the first point of call for all enquiries and donations from our Friends and supporters. You'll work to establish and maintain effective engagement with them, ensuring that they feel valued and appreciated.

Working with the Fundraising Manager, you will process, bank and thank all donations, including the administration around direct debit donations and subscriptions, updating our database (Donorfy) and ensuring that all correspondence and donations are responded to efficiently and within agreed timeframes. You will assist the Fundraising Manager in improving retention rates for Friends and donors and increasing our income stream from churches.

You will assist the Engagement Manager with our events programme as needed. You will also help with graphic design and administrative tasks where required, with a focus on the Fundraising Department, but also with your wider team of colleagues on occasion.

Working with the Head of Finance, you will be responsible for all aspects of legacy administration including the calculation of legacy values and corresponding with solicitors, executors and other charity beneficiaries.

You will support the Head of Fundraising and the Chief Executive by enabling efficient relationship management and data use.

### Key tasks:

#### Donation Administration

1. Ensure all donations are thanked within our three-day turnaround schedule, recording gift information accurately on Donorfy. Prepare weekly banking spreadsheets, pay cheque and cash donations into the bank, deal with the post and process charity vouchers.
2. Prepare and issue Friends, SSD, Cornerstone, and Church Membership renewal notice mailings and process all subscriptions. Manage mailings of welcome packs in house and with external printers.

#### Events

3. Assist colleagues with in-person and online events. This to include helping with logistics, processing payments and administration for events as needed.
4. Be present at other events as required or requested.

#### Legacies

5. Work with the Head of Finance on all aspects of legacy administration. This includes responding to executors, liaising with other beneficiaries and keeping records of Wills and all gifts bequeathed to the Trust.
6. Assist the Head of Finance in the calculation of legacy values.
7. Manage the administration of live legacies until distribution of funds.
8. Assist the Fundraising Manager with our appeals and mailings.

#### Stewardship and Friends Retention

9. Provide excellent stewardship and customer service for all supporters. Assist in responding to all enquiries received by post, telephone, e-mail, online or in person.
10. Monitor and take charge of our public email inbox, raising enquiries to relevant departments when beyond the scope of your knowledge.

#### Fundraising Comms

11. Create graphic design and website changes as requested/able, such as programmes for events, and amends to advertising.

12. Manage the SSD listings on the website, setting up new members and amending existing pages, making sure the directory is kept up to date. Secure adverts for the Annual Review from the SSD, organising booking, artwork design and management, and invoicing.

#### **Fundraising and Charity Wide Support**

13. Take minutes at Fundraising meetings when required and circulate to the team.
14. Undertake such other duties as reasonably requested by the Head of Fundraising, Fundraising Manager, and the Chief Executive

#### **Further information**

This is a full-time post and the basic hours are 35 per week, although flexible working will be considered for the right candidate. It is based at the National Churches Trust's offices in Westminster with the option to work remotely when necessary, as per the current hybrid working policy. There may be occasional travel elsewhere in the UK.

It should be borne in mind that the National Churches Trust comprises a small staff, and you should be prepared to work as part of that team to ensure the delivery of the organisation's operations and objectives.

The basic salary is negotiable, depending on experience. The charity operates a group personal pension scheme and pays 10% employer's contribution for all eligible employees.

The annual leave entitlement is 25 days, in addition to relevant national public holidays. Other general terms and conditions are set out in the staff handbook which is issued to all employees on appointment.