



THE CATHOLIC DIOCESE OF  
**ARUNDEL & BRIGHTON**

**Fundraising Officer - Part-time (0.5 FTE)**

**Reporting to: Head of Communications**

**Permanent, based at The St Philip Howard Centre, Crawley with hybrid working**

**Salary £17,500 for 0.5 FTE (Based on a full-time salary of £35,000)**

**Job Purpose:**

To help parishes increase regular giving from parishioners through Planned Giving campaigns. To support parishes in developing capital appeals and applying to relevant major donors and trusts. To help parishes with fundraising communications, including the promotion of contactless giving. To assist with the development of fundraising strategy within the Diocese, including engaging high net worth donors and promoting legacies.

**Principal duties and responsibilities:**

- Reach out to parish priests and lay leadership to offer fundraising support and to arrange to implement Planned Giving campaigns
- Guide parish leadership teams in crafting messages and communications to support fundraising – briefing and coaching the parish priest and volunteers to engage donors
- Create and maintain core materials to support parish fundraising, reviewing these with the Head of Communications
- Support the parish in localising core materials so that they reflect the financial picture of the parish and include facts, messages and images that are specific to the community
- Liaise with colleagues to ensure Gift Aid and data protection wording are correct and compliant and prepare thank you letters and other materials as required
- Support the parish with production of leaflets and documents, and the logistics for their delivery

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- Liaise with the parish and central finance teams to monitor the results of Planned Giving campaigns, creating reports on this for the Head of Communications and Chief Operating Officer
- Liaise with the parish, central colleagues and providers where troubleshooting is required regarding the operation of contactless giving
- Help parishes with special appeals for capital projects
- Research and write grant applications to trusts and foundations on behalf of parishes and the central Diocese
- Support parishes with implementing and promoting Contactless Giving
- Support parishes and the central diocese in implementing a legacy strategy
- Support the Head of Communications in developing a strategy to engage high net worth donors in support of the mission of the church
- Represent the Diocese at national meetings of the Catholic diocesan fundraising teams. Liaise with these national colleagues to share and develop best practice and to access Continuing Professional Development
- Undertake other tasks to support colleagues within the Communications Team as required, such as proofreading, website updates, preparation of copy and images for the website and social media etc.

## Essential Knowledge, Skills and Experience

The Communications Team is small and agile with a vital role in showcasing the aims and activities of the Church in our diocese. Flexibility around tasks undertaken is essential to contribute fully to this busy and often reactive function.

The successful candidate will have a university degree or equivalent, and at least two years' of fundraising experience in a non-profit setting. The role requires evening working and occasional work at weekends – this is scheduled in advance by the Fundraising Officer. Time off in lieu is given where working time exceeds contractual hours.

The following skills are essential:

- Proven fundraising skills and success
- Excellent written and proofing skills

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- Presentation skills and, ideally, experience of working with voluntary committees
- The ability to manage multiple priorities and work to deadlines
- Able to influence without authority, with the proven ability to collaborate across teams and work effectively with others
- Ability to develop strong relationships with donors and volunteers
- Self-motivated and able to manage own workload with a willingness to work outside ordinary office hours if required (Time Off In Lieu will be applied)
- The successful candidate must have a full driving licence and access to a car in order to visit parish locations (business mileage is paid) – there are frequent out-of-office meetings and events
- The diocese welcomes applications from people of all faith backgrounds and none, however, the successful candidate will be supportive towards the church and willing to develop a significant working knowledge of the life of our parishes

This is a 0.5 FTE role (17.5 per week) based at our Crawley office. The successful applicant will be expected to work at least one full day a week in the office - the remaining daily hours worked are negotiable and can be hybrid. Travel within the diocese is required.

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