

# Job Description

November 2023

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<b>JOB TITLE</b>	Community Fundraiser in Scotland
<b>WORK BASE</b>	Working from home, covering the Scottish Dioceses
<b>RESPONSIBLE TO</b>	Head of Community Outreach
<b>COORDINATING WITH</b>	Operations Manager for Scotland Community Outreach team Fundraising & Marketing team ACN Trading Manager

## MAIN PURPOSE

The post holder will be part of a thriving, positive Community Outreach team culture. Working collaboratively across the team and the freedom to make full use of individual experience and specific skill sets will be the norm. This post is ideal for a creative, enthusiastic fundraiser who is self-motivated, willing to learn from others and keen to make a real difference in the lives of suffering and persecuted Christians around the world.

The office in Scotland is a satellite of the UK National Office and this post reports to the Head of Community Outreach in support of objectives set out in ACN UK's overall 10-year plan. The post will focus on agreed aspects of the fundraising and marketing strategy which contributes to the overall aim of providing more Aid to the Church in Need. Work will be carried out across parishes, schools and our broader benefactor base in Scotland.

## RESPONSIBLE FOR

1. **Awareness** – to raise the level of awareness of the activities of this Catholic charity's pastoral and spiritual work;
2. **Names** – to increase the number of active benefactors of Aid to the Church in Need by collecting the names and contact details of those who wish to receive information about our work;
3. **Donations** – to produce income for the charity by inspiring people to make donations;
4. **Sale of ACN Trading items** – to produce income by marketing and selling a selection of ACN Trading items;
5. **Engagement** – to increase engagement with ACN in schools and universities and among the broader community by recruiting and managing Parish Representatives and independent Fundraising Groups and by providing initial contact with High Value prospects.

The Community Fundraiser will have excellent personal connections on a regional or diocesan level; this might be with clergy, schools or special interest groups, and will carry out the above tasks by means of:

### Strengthening community engagement within

- **Dioceses** – by establishing and strengthening links to individual bishops, diocesan communications staff and diocesan education and formation departments;
- **Parishes** – by carrying out a minimum of 30 ACN parish appeal weekends per year including attending and participating in Mass(es), as well as giving talks and presentations for parish groups, organising trading stalls at parish events, recruiting and managing Parish Representatives and supporting parishes undertaking specific projects or initiatives in support of ACN;

- **Schools, Colleges and Universities** - by developing strong links for ACN with educational and pastoral networks within the assigned area, organising and attending meetings and presentations to encourage the use of ACN teaching resources, prayer engagement and fundraising, initiating INSET Days and any other meetings/conferences as appropriate, and establishing a reliable contact list and distribution networks for ACN teaching and other materials;

**Founding and supporting of Fundraising Groups and DIY Fundraisers** – by working with Operations Manager in Scotland to identify those existing Parish Representatives, ACN parish groups, parishes and DIY fundraisers who are already actively fundraising for ACN with the aim of transforming them—individually or, at times, collectively—into semi-independent Fundraising Groups and by providing guidance and support as required to maximise profile-raising, advocacy and/or fundraising from all external efforts in aid of ACN;

**Managing High Value Donors, Legacy Donors and Active Loyal Benefactors** – by improving the prospect list of High Value Donors and Legacy Donors, by initiating contact, and maintaining existing contact, with High Value Donors, Legacy Donors and loyal benefactors within the assigned area and by establishing and maintaining engagement with members of the above groups identified by the Operations Manager in Scotland or the Head of Marketing & Fundraising.

## **PERSON SPECIFICATION**

### **Technical Competencies**

- In-depth understanding of the Catholic faith and Church teachings.
- Excellent personal connections on a regional or diocesan level with clergy, schools or special interest groups.
- Ideally, with professional experience in Community Fundraising, but experience in other fundraising areas will be considered.
- Confident communicator and public speaker.
- Excellent communication skills and manner at all levels both over the telephone and in person.
- Clarity and sensitivity when communicating with benefactors and members of the clergy in person and in writing.
- Excellent eye for detail and proofing skills.
- Good organisational and administration skills.
- Excellent negotiation and relationship building skills.
- Hold a driving licence, have access to a car and be prepared to travel with occasional overnight stays.
- Knowledge of bespoke database The Raiser's Edge desirable.
- ICT literate in Microsoft Outlook, Word, Excel and PowerPoint, as well as experience with the professional use of popular social media platforms.

### **Personal / Interpersonal Competencies**

- Excellent inter-personal skills.
- A self-starter, able to work both independently and as part of a team.
- Exceptional time-management skills.
- Willing to 'own' distinct areas of work.
- Creative, practical and hands-on approach.
- Keen to input ideas.
- Willing to learn and to undertake online and offline training.
- Tenacity, persistence and flexibility.

### **Strategic Competencies**

- Motivated by the cause supported by Aid to the Church in Need, sympathy with the mission and values of Aid to the Church in Need, and an in-depth knowledge and understanding of the Catholic

Church.

- Experience of developing fundraising and developing fundraising strategies.
- Experience of or an interest in the charity sector.