

Job Description

1. POST DETAILS

1.1	JOB TITLE	Development Manager
1.2	LOCATION	Oxford
1.3	POST NUMBER	
1.4	REPORTS TO	Director of Development (OCCA)
1.5	DEPUTISES FOR	
1.6	GRADE	Band C
1.7	DEPUTY	n.a.

A Genuine Occupational Requirement applies to this role:

As a result of our Christian ethos, this post is covered by a Genuine Occupational Requirement (GOR) under the Equality Act 2010. The successful applicant will be expected to be a practicing Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices of the Trust.

2. PURPOSE OF JOB

- 2.1. The purpose of this position is to assist in developing and implementing the ongoing fundraising strategy of OCCA importantly growing OCCA' supporter base and annual giving. This person will share in the responsibility of creating and meeting the annual development plan to reach fundraising goals and will track and monitor all giving, pledges and lapsers supporters in the UK.

3. KEY ACCOUNTABILITIES

- 3.1. Work alongside the Development Director in defining the annual development plan and designing strategies to expand the supporter base and increase giving through appeals, events, development publications, email, and the website.
- 3.2. Be responsible for growing, developing and fundraising from the General Supporter Base ie those outside the Major supporter category. This will include campaigns, regular giving initiatives and legacies
- 3.3. Work alongside the marketing team to outline a communications plan for supporters across the monthly e-newsletter, quarterly letter, social media, Christmas cards etc
- 3.4. Outline a plan of church and ministry partner engagement to increase awareness of OCCA and increase the supporter base. This could include accompanying speakers to ministry events, visiting churches, Christian festivals and concerts as well as phone calls, and written correspondence.
- 3.5. Generate monthly fundraising reports including development activity for the senior leadership team and the board - tracking and monitor giving and pledges.
- 3.6. The role will also have oversight of the Civi CRM supporter database, including the generation of all supporter lists and segmentation of supporters and prospects for mailings, emails, and invitations, etc.
- 3.7. Assist with the planning of supporter and prospect events, including Vision Weekend and Summer School.
- 3.8. Manage ministry relationships with new supporters and ensure new supporter gifts and pledges are acknowledged swiftly.

PERSON PROFILE

Essential Skills/Characteristics/Abilities:

- Qualified to undergraduate degree level or equivalent.
- Previous experience in relational management and managing organization supporters.
- Prior knowledge and experience of CiviCRM relationship management software highly desirable, but not essential (though ability to become proficient through self-teaching required)
- Ability to receive and act on direction but equally able to take initiative and work with minimal supervision and as part of a small team.
- Strong relator and communicator with a high level of emotional intelligence, including the ability to work closely with and to build relationships with others as a connector (linking people, ideas and resources)
- Flexible attitude, willingness to take on a variety of tasks including new challenges, weekend work and around 30 day's travel in the UK and overseas as per requirements of the role.
- Strong, effective written and spoken (English) communication skills and an ability and willingness to relate cross-culturally with a diverse workforce and external individuals from all walks of life.
- Demonstrated knowledge of basic budgeting and accounting principles and practices.
- Microsoft office 365
- A team player who is willing to receive and act on direction.
- Must have a servant-leaders heart and the giftedness and skills to encourage and counsel OCCA supporters with wisdom and kindness.
- Knowledge and experience in the charity sector (highly desirable).
- Sales and Marketing experience is also desirable, although this is less important if they have a strong existing fundraising track record