

<b>Job Title:</b>	<b>Development Officer</b>	<b>Department</b>	<b>Development</b>
<b>Reporting to:</b>	<b>Development Director</b>	<b>Pay:</b>	<b>Circa £18,000 - £24,000 (depending on experience)</b>
<b>Contract type:</b>	<b>Permanent - 35hrs a week Monday – Friday</b> with some evening and weekend working as required		

## Job Description

### Overview of the Role

The purpose of this post is to support the successful delivery of an ambitious fundraising target for Exeter Cathedral for the benefit of visitors, concert goers and congregations. The money raised will be used to improve facilities, support a wide range of Cathedral activities and undertake vital conservation projects so as to preserve the historic mediaeval buildings for the future.

The Development Officer will be working closely with the Director of Development in all aspects of fundraising. The post holder will be responsible for researching and writing bespoke applications to grant-giving trusts and foundations as appropriate, for helping to organise events and development activities, build relationships, manage enquiries and maintain good office records.

The role is a good opportunity for a candidate who has excellent grammar and writing skills with a positive and enthusiastic outlook to learn a broad range of fundraising skills.

### Key areas of work will be to:

- support the Director of Development in managing relationships with existing and potential donors, helping to build on the Cathedral's existing network of contacts throughout the city, county and nationally;
- agree the grant-giving bodies to be approached, undertake additional research as appropriate, telephone Administrators for advice and to ensure a relationship for the benefit of the Cathedral is established;
- draft and hone applications so as to achieve the best possible chance of success while still able to meet application deadlines. When appropriate, follow-up approaches and check on progress to ensure that applications are fully considered;
- co-ordinate information from colleagues to write timely progress reports following successful applications;

- undertake administrative tasks to maintain accurate electronic files, database records and paper files on trusts and foundations, donors, supporters and organisations;
- help organise and coordinate external events with supporters;
- liaise with the Cathedral's various departments and supporters to organise fundraising and awareness-raising events at the Cathedral;
- contribute to the ongoing development of fundraising strategies and written documents;
- liaise with the finance colleagues to record income and gift aid;
- craft and send 'thank you' emails and letters.

### **Knowledge, experience and skills**

- excellent writing skills, quick but accurate and with an attention to detail (E)
- good organisational skills, ability to work under pressure when needed, multi-task and prioritise (E)
- excellent computer skills (E)
- 'can-do' attitude, we are seeking someone who is reliable, hard-working, resilient, adaptable, enthusiastic and self-motivated (E)
- commitment to best practice and willingness to learn relevant legislative requirements relating to the role so as to operate within charity law, data protection legislation and comply with the Institute of Fundraising Codes of Practices (E)
- have an understanding or experience of fundraising (D)

### **Benefits:**

- The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- The Cathedral offers a Childcare Voucher Scheme.
- Holiday entitlement – 30 days including Public Holidays per annum
- 10% discount in our Shop and Café
- Chance of complimentary tickets to our in-house concerts.

### **Application Procedure**

Applicants should apply with a CV and a supporting statement as to why they are interested and suitably experienced for the position. Please email together with a covering letter to [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

If you would like further information about this role please call Jill Taylor, Development Director on 01392 255573.

The closing date for receipt of applications is 12 noon on Friday 29<sup>th</sup> March, 2019.

Interviews will be held during the week commencing 8<sup>th</sup> April 2019. If you already know that you cannot make any days during this week, please provide alternative dates with your application, stating when you would be available for interview.