



Director of Fundraising

Application Pack


CANTERBURY
cathedral



Introduction From The Dean

Thank you for your interest in becoming Director of Fundraising at Canterbury Cathedral.

I was installed as Dean on 17 December 2022. It is a great joy and privilege to serve Canterbury Cathedral as Dean, but this also comes with challenges and hard work ahead of us. During 2024, the Chapter will draw together a new Strategic Plan to see the Cathedral's mission and ministry expand and develop over the next five years.

2024 also saw Canterbury Cathedral become a formally registered charity with the Charity Commission. This comes through implementation of the Cathedrals Measure of 2021, which sees all Cathedrals adopting new governance models, including new Constitution and Statutes, and becoming registered charities.

This role will report to me, and we will work together to raise the money we need - and to do it in hope and with joy.

This is a significant time for the Cathedral, as we work with a new understanding of human connectedness and need for kindness and care, of digital opportunities, and of the pressing need for action in the face of climate emergency. We want Canterbury Cathedral to be fully inclusive, offering a warm hospitality to all our visitors from across the world.

This is a special opportunity and a rare privilege, to be able to contribute to shaping and leading the future growth and impact of the Cathedral, by sharing the love of God in Jesus Christ. We hope that, like us, you will be inspired by both the extraordinarily rich contemporary life, and the heritage of this place, and will want to come to join a great Cathedral team.

If you are interested in this exciting opportunity, you are invited to apply in writing, enclosing an up to date CV, and a covering letter explaining your background, why you are interested in the role and what you feel you can contribute to the Cathedral at this time to: humanresources@canterbury-cathedral.org

To arrange a conversation with myself, please contact Andrea Tadiwala (PA to the Dean Reciever General) 01227865319

We look forward to hearing from you.

With best wishes. Yours sincerely,

A handwritten signature in blue ink that reads "David Monteith". The signature is written in a cursive style and is underlined with a single blue stroke.

The Very Reverend David Monteith
Dean of Canterbury

About us

It is an exciting time to be joining Canterbury Cathedral. One and a half thousand years of history and human stories are captured in the majesty of our medieval building, the mystery of the crypt and the magnificent gardens, ruins and cloisters. To build on this incredible heritage, our new strategic plan is under development, as are our refreshed vision and brand identity. We have a new Dean who is ambitious for our bright future. Talented and energetic leaders are taking us forward in music, fabric and visitor services. We are looking for someone of similar calibre and energy to do the same with fundraising. This is a very important new post, shaped to reflect our cultural and financial ambition, and we will not rest until we find the right person.

About you

You will be an exceptional fundraising leader, tuned in to the challenges and opportunities of the next decade, to steer a newly appointed fundraising team through its first year of working within the Cathedral staff structure, having moved over here in 2023 from Canterbury Cathedral Trust. You will be picking up established streams of activity with grant-givers, individual donors and patrons; the inter-relational and prospecting aspects of the work will require your considerable talent, energy and wisdom.

Key Responsibilities

Strategic

- Develop a richly textured fundraising strategy, incorporating local, national and international dimensions, and confidently embracing digital transformation, which:
 - Sits within and supports the Cathedral's long-term strategic plan;
 - Responds to the Cathedral's pipeline of fundable programmes and projects;
 - Sets out the large-scale fundraising campaigns for the next 10 years which also serve to enhance the day-to-day business of fundraising;
 - Strengthens - and draws strength from - the newly-developed Cathedral vision and brand identity;
 - Interacts with the Cathedral's corporate communications plan
- Take the lead to finalise the transition from fundraising led by the Canterbury Cathedral Charitable Trust to fundraising that sits within the Cathedral staffing structure and is directly accountable to Dean and Chapter.
- Establish, with the Dean, a major donor panel to boost individual giving, to help in the staging of fundraising gala dinners (hosting tables, auction prizes), to open doors to grant givers and to source major donors for operational and campaign needs
- Take direct responsibility for devising and implementing major fundraising campaigns, including applications to the National Lottery Heritage Fund.
- Build relationships with HNW individuals and grant-givers
- Cultivate prospect corporate donors
- Be prepared to make a fundraising ask, as appropriate
- Develop methods for continuous tracking and evaluation of the performance of the fundraising team and of individual streams of activity, ensuring appropriate adjustments to strategy and operations.

Management – Fundraising

- Manage and motivate, support and guide the Individual Giving Manager and the Trusts and Foundations Manager, who will also be new to their roles.
- Co-ordinate and oversee all aspects of the fundraising team's work including individual donors, grant givers, corporates, events, visitor donations and digital
- Identify and embed the reporting of key performance indicators.
- Ensure exemplary standards of work and care within the team.
- Build effective team working relationships within the department and wider organisation promoting strong links across the Cathedral Teams.

Management - Cathedral

- Contribute positively to the wider management of the Cathedral
- Contribute to the production and development of the Cathedral's Strategic Plan and Annual Delivery Plan.
- Communicate goals and objectives for the Cathedral and Department, ensuring understanding of the aims of the Cathedral and each person's role within it and their lines of communication

Operational

Meetings and Committees

- Attend and advise Chapter and others as and when required by the Receiver Dean, General or Chapter.
- Ensure the agenda and associated papers for relevant meetings are prepared in good time.
- Represent Canterbury Cathedral on any external or internal committee as required.

Financial Management

- Produce and manage a relevant and realistic budget for the Fundraising Department and ensure operation within that budget is constantly monitored, forecasting and reporting performance against budget in conjunction with the Director of Finance and Planning.

Statutory Responsibilities

- Actively promote the Council's Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place.
- Ensure full compliance with the Health and Safety at Work Act 1974, the Cathedral's Health and Safety Policies and Procedures and all locally agreed safe methods of work
- Share the Cathedral's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the Cathedral's safeguarding Policy.
- Ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Cathedral's Environment Policy.
- Ensure full compliance with the Cathedral's Information Technology Policy and Data Sharing Agreements.

Personal Responsibilities

- Commit to the Cathedral's values and demonstrate them through professional behaviour.
- Always act in the best interest of the Cathedral.
- Present the best possible image of the Cathedral in general and, in particular, in all contact and communications with the general public, visitors, suppliers and all other external organisations.
- Adopt a listening, learning and a supportive team approach to work.
- Participate in the arrangements for your own performance review and appraisal.
- Support your own continuing professional development.



Person Specification

Integrity, values and behaviours

- Empathy for the worship and mission of the Cathedral.

Education/ Training

- Educated to degree level with evidence of further professional development.

Knowledge and Experience

- Significant experience of fundraising at senior management level, with evidence of operating within challenging fundraising environments
- Several examples of conceiving, developing and leading fundraising campaigns or appeals.
- Demonstrable evidence of hands-on experience/breadth of knowledge of the full range of fundraising specialisms including major donors, legacies, memberships, grant-givers, events, visitor donations, online platforms.
- Experience of managing and motivating a fundraising team
- Demonstrable evidence of successes in seeking out potential donors/developing prospect target lists and in raising significant sums of money from high net worth individuals
- Direct experience of how digital impacts are transforming fundraising, bringing with that a clear vision for how these can be channelled to benefit Canterbury Cathedral
- Thorough knowledge of fundraising regulations, use of fundraising databases and GDPR
- Experience of working in large complex organisations
- Experience of working collaboratively with a range of people from different backgrounds.

Skills/Aptitudes

- Outstanding networking, written and verbal communication skills.
- Ability to work in a complex organisation with multiple stakeholders.
- Ability to manage the complexity of demands posed by a religious, conservation and commercial environment.
- Ability to show initiative and share the vision with the team.
- Ability to lead a team based on collaboration and motivation.
- Ability to deliver difficult messages constructively.
- Ability to consider and see different perspectives on issues between people across departments or organisations.
- Ability to take into consideration the impact of actions and decisions on others and puts in place measures to minimise them.
- Excellent IT skills and an interest in modern technology.

Personal Attributes

- A global mindset that can conceive a case for support to a widely dispersed community.
- A really good thinker – rational, creative, positive – who looks for solutions and opportunities and is unfazed by setbacks.
- Outstanding networking, written and verbal communication skills with a keen attention to detail.
- Exceptional interpersonal skills with the ability to influence at the highest level and to persuade a wide range of internal and external stakeholders.
- Strong leadership attributes but with the humility to accept corporate decisions as binding and to work well alongside those with whom you might disagree.
- Supportive and encouraging of others so that they can thrive.
- A strong listener who is willing to learn.
- An ability to work flexibly including some evenings and weekends.

Terms and Conditions

Job Title Director of Fundraising

Salary £70,000 - £80,000 per annum

Working Hours

This is a full-time position the post holder would be expected to work flexibly to meet the requirements of the role.

Probation Period

In accordance with the Dean and Chapter of Canterbury's policy, this post is subject to a 6 month probationary period.

Annual Leave

Holiday entitlement for a full year is 30 days plus 8 public holidays.

Pension

The Dean and Chapter of Canterbury offer a stakeholder pension scheme to all employees via Aviva. Your age and salary will determine if you are to be automatically enrolled into the pension scheme. An employers contribution will be made by the Dean and Chapter after 3 months continuous service.

Notice period

During the probationary period either party may terminate this agreement by giving one weeks' notice in writing. After successful completion of the probationary period, the notice required by both parties to terminate this agreement is at least one calendar month.

Equality Statement

The Dean and Chapter recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with the post holder, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.

Application Process

There is no closing date in this application process: we will sift and interview as we go along, and as soon as we find the right person we will offer them the job.

Please submit CV (no more than 2 pages) and Supporting Letter (no more than 1½ pages) to humanresources@canterbury-cathedral.org

If you would like a confidential discussion about the role with the Dean, please send an email to Andrea Tadiwala (Andrea.tadiwala@canterbury-cathedral.org)

We look forward to receiving your application and we thank you for your interest in Canterbury Cathedral.

We welcome applications from under-represented groups.