



JOB DESCRIPTION

Job Title:	Stakeholder & Fundraising Manager
Reports to:	Head of Marketing, Communication and Stakeholder Management (MCSM), initially reports to Admissions, Marketing and Communication Manager (AMC)
Working closely with:	Admissions, Marketing and Communication Manager
Location:	Oak Hill College, Southgate, London
Date:	May 2017

Oak Hill College serves the church of Jesus Christ by preparing men and women for a lifetime of ministry and mission leadership in Britain and around the world. Oak Hill students specialise in pastoral ministry, cross-cultural ministry, or ministry to children and young people. Oak Hill provides full-time and part-time training, in a learning and worshipping community which includes almost equal numbers of Independent and Anglican students. The training includes theological study, church placements, and an emphasis on formation for ministry and personal growth in spiritual maturity.

Purpose of the Role

Partnership between the College and its Stakeholders is considered to be intrinsic to the future success of the College. As part of a Function which integrates Marketing, Communication, Student Recruitment, Stakeholder Management, and Fundraising, the primary purpose of this role is to manage and coordinate the college's engagement with its stakeholders. This group includes alumni, sending and receiving church leaders, network influencers, key church leaders and officials within the Church of England and Independent Church networks. The postholder will help build a targeted and focussed approach to the college's stakeholder engagement. The aim of the engagement is to grow and secure support for the college and its mission, primarily in the form of men and women being sent to train at Oak Hill and financial support for the college. The role will therefore also develop a focus on fundraising management. The Integrated Function relies for its success on having data which is fit for purpose, so the first task to be undertaken by the postholder will be a data strengthening project under the management of the AMC Manager, which will be compliant with the GDPR. This will be in anticipation of a new MIS/Customer Relationship Management (CRM) solution.

Oak Hill College will review, amend and update the Job Description, from time to time, in consultation with the post holder.

STAKEHOLDER AND FUNDRAISING MANAGER RESPONSIBILITIES

Stakeholder Management (report to Head of MCSM)

1. To manage and coordinate stakeholder engagement visits and advocacy opportunities, both into the college and out into the constituency. This includes but is not limited to:
 - a. Planned stakeholder engagement visits/meetings
 - b. DDO / Bishops visits
 - c. All official and formal visitors to college whether placement supervisors, visiting lecturers, clergy, others – normally invited by faculty/staff
 - d. Advocacy opportunities which faculty have e.g. speaking engagements at churches, conferences etc
2. To manage and coordinate Church of England advocacy with Director of Anglican Training
3. To manage and coordinate the delivery of stakeholder meetings, whether regional or at college, as agreed with Head of MCSM and in consultation with AMC Manager
4. As part of a team, to manage delivery of other relevant events, as agreed with Head of MCSM and AMC Manager
5. To coordinate the receipt of stakeholder feedback and undertake relevant analysis in consultation with Head of MCSM for use by Leadership Team
6. To facilitate faculty, council members and others to be effective ambassadors for college.

Marketing and Communication (report to Head of MCSM)

1. To contribute to the creative development of targeted and segmented messages, appeals and events for stakeholders and alumni.

Fundraising Management (report to Head of MCSM)

1. As agreed by Leadership team to develop and manage a financial support plan, which will focus on alumni and sending church leaders, asking them to contribute through their church funds (PCC/mission/eldership) and networks of individuals within churches.
2. To develop fundraising opportunities with constituency and, as appropriate, other influencers as agreed by Leadership Team.
3. To undertake research of and make applications to grant making bodies and trusts, as agreed by Leadership Team.

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Initial data strengthening project leading to coordinated approach to data management (report to AMC Manager)

1. To undertake an acquisition and strengthening of data project, within a framework of agreed processes and mechanisms, and in line with the requirements of the General Data Protection Regulations and the Privacy and Electronic Communication Regulations. This will be reporting to the AMC Manager and will lead to a coordinated approach to data acquisition and management in support of the integrated function
2. To set up and use interim recording mechanisms which can be used alongside the existing mailing database, and while we wait for the new MIS with relevant CRM component, reporting to the AMC manager
3. To produce data for mailouts as directed and required
4. To contribute to development of CRM component in new MIS.

Occupational Requirement

There is an **Occupational Requirement** that the post-holder is a Christian. The Equality Act 2010 applies. The postholder will be in agreement with the theological position, aims and objectives of the College.

Person Specification

The person appointed must demonstrate:

- Experience in stakeholder engagement and management
- Experience in CRM processes and software
- A fundraising background and/or an excellent working knowledge of fundraising management processes
- Excellent interpersonal skills – personable and the ability to build relationships
- Proven ability to communicate effectively, verbally and in writing
- Proven ability to manage and develop data and information accurately and systematically, with attention to detail
- Understanding and familiarity with Data Protection and the GDPR
- Proven ability to handle confidential information in an appropriate way and show discretion where required
- Ability to work effectively as part of a team
- Excellent administrative, time management and organisation skills
- Experience in making presentations
- Experience of Microsoft Excel, Word, PowerPoint, Databases, Google Mail & Google Drive.

Notes for Applicants

To apply, in the first instance please submit your CV and a covering letter to Veronica Machin, HR & Safeguarding Manager at hr@oakhill.ac.uk. For details of remuneration and any questions about the role, please contact Veronica by email. Closing date for applications: 29 May 2017. First stage interviews: 14 & 15 June 2017.

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