



## Diocese of Westminster

<b>Job Profile</b>	Research Executive
<b>Department / Parish / Agency</b>	Fundraising
<b>Reporting to</b>	Deputy Director of Development
<b>Cost Centre</b>	131
<b>Location / Address</b>	Vaughan House, Victoria, London
<b>Management of</b>	N/A
<b>Contract type</b>	Permanent, with some flexible working considered
<b>Hours</b>	35 hours per week
<b>Salary</b>	£35,000+ depending on experience
<b>Job reference number</b>	626-131

### **Job Purpose:**

As a key member of the Development team, this role will help identify major donor prospects, and contribute to ambitious growth plans for Major Donor income.

### **Major duties and responsibilities:**

Working closely with the Deputy Director of Development, the Research Executive will support and contribute in the following areas:

1. Identifying and engaging prospective donors
2. Streamlining the major donor team's efforts in identifying, engaging and stewarding major donor supporters
3. Coordinating fundraising approaches to donors, including those approaches which will be best led by volunteer supporters or parish priests
4. Preparing briefing papers, profiles and support materials
5. Maximising the capabilities of the new Donorfy CRM system, in the management of our Major Donor relationships
6. Project management of donor special events as designated by the Deputy Director of Development

### **Additional aspects of the role**

The Research Executive will also:

7. Abide by current fundraising or charity legislation and the codes of conduct and practice issued by the Chartered Institute of Fundraising and the Fundraising Regulator
8. Help ensure fundraising compliance with Data Protection legislation
9. Help the wider fundraising team with events, annual appeals and the creation of feedback-led communications to donors and parishes
10. Perform any other duties consistent with the role and/or reasonably required by your line manager

---

### **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centred and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

### **Competence**

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

### **Honesty**

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

### **Perseverance**

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

### **Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

### **Person specification:**

This section outlines the things you will need to be able to demonstrate to be successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Experience of working within a fundraising environment, supporting Major Donor activity and approaches to prospective donors for a range of revenue and capital projects	E
Keen sense of discretion and tact, and comfortable handling confidential and sensitive information	E
Highly proficient in spoken and written English	E
Ability to develop strong working relationships with colleagues and external stakeholders at all levels	E
A good understanding of Gift Aid	E
A good understanding of GDPR data protection regulations, especially in relation to fundraising	E
A good understanding of the Code of Fundraising Practice	E
Awareness of and appreciation for the Catholic Church and its teachings	E
Familiarity with faith-based fundraising but not necessarily in a Catholic context	D

Familiarity with a parish setting, including clergy roles and those of parish staff and volunteers	D
<b>Experience</b>	
Experience of complex supporter or client relationships, meeting their needs and coordinating collaboration with colleagues	D
Experience of helping to build relationships to maximise engagement and potential support	D
Experience of working on multiple projects at any one time, requiring determination and focus to complete in accordance with deadlines	E
Experience of using a CRM database	E
Prospect Research experience	E

May 2024