

Job Title	Church and Community Fundraising Officer	Pay Band:	Staff
Reports to	Head of Income and People	Pay Tier Range:	6.0-6.6
Occupational Requirement(s):	Practising Christian	Status:	Permanent
DBS Requirement:	Basic	Work pattern:	37.5 hrs pw
Job Purpose	To inspire inHope's supporters to raise funds through a range of church and community focused fundraising activities, events and campaigns, enabling inHope's Christian ministry to people experiencing homelessness and hunger.		
Outcomes			
<ul style="list-style-type: none"> • Growth in income generated through church and community fundraising. • Increased engagement and participation from churches, schools and community groups. • Successful delivery of fundraising events and peer-to-peer campaigns. • Strong and lasting relationships with supporters and community partners. • Greater awareness of inHope's mission across Bristol churches and communities. 			
Outputs			
<ul style="list-style-type: none"> • Well-organised fundraising events and community activities e.g. coffee mornings, sleepouts. • Regular visits to churches, including services, small groups, youth groups. • Develop resources and provide support for peer-to-peer fundraising initiatives. • Recruitment and support of fundraising volunteers. • Accurate records and reporting of fundraising activity and supporter engagement. 			
Key Tasks			
Main tasks			
<ul style="list-style-type: none"> • Develop and deliver church and community fundraising activities and campaigns. • Lead the planning and delivery of fundraising events including sponsored activities. • Deliver informative and engaging sessions which enable churches, schools, community groups and individuals to learn about inHope. Encourage and equip the groups to fundraise for inHope. • Develop engaging fundraising resources and materials for supporters. • Support Senior Leaders and other staff members as they visit churches, events and community gatherings. • Maintain accurate supporter and fundraising records using the CRM database. • Work collaboratively with the wider Income and People Team. • Ensure fundraising activities align with inHope's values, the Fundraising Regulator Code of Conduct, safeguarding and health & safety requirements. 			
Other Tasks			
<ul style="list-style-type: none"> • Support wider fundraising campaigns and communications activity. • Assist with administration and reporting related to fundraising activities. 			
General Duties			
<ul style="list-style-type: none"> • Christian pastoral care for colleagues within inHope. • To participate in, and sometimes lead, tasks and other activities that further the work of inHope from time to time. 			

Key Attributes

Person Statement

An enthusiastic, relational and motivated individual with a passion for fundraising and a sense of God's call to use your gifts in Christian ministry. You are confident meeting and inspiring people face-to-face, able to build strong relationships and communicate inHope's mission in a compelling and engaging way.

Essential Attributes

- Committed Christian with a heart for inHope's mission and values.
- Excellent interpersonal and relationship-building skills.
- Confident public speaker and communicator.
- Experience organising events or community activities.
- Ability to inspire and motivate others to fundraise and engage.
- Strong organisational skills with the ability to manage multiple priorities.
- Competent in Microsoft Office and digital communication tools.
- Ability to work flexibly, including occasional evenings and weekends.
- Positive, proactive and resourceful approach to work.

Desirable

- Experience in charity fundraising or church engagement.
- Experience working with volunteers.
- Knowledge of CRM databases and supporter management systems.

Key Relationships

Team: The Income and People Team serves inHope by communicating the vision, mission, outputs and outcomes to existing and potential supporters and funding sources, developing existing relationships and establishing new ones.

Primary Relationships

- Line managed by the Head of Income and People with regular meetings to review progress against objectives.
- To be an effective member of the Income and People Team.
- To foster good working relationships with church and community groups.
- A fully participative member of the staff team, attending staff meetings and prayer times in keeping with the agreed work pattern.
- To work alongside volunteers; supporting them with tasks that augment the work of inHope.