



Fundraising Manager

Job Description & Application Pack

ALL SOULS
Serve The City

 **Christian Jobs**
Connecting Work With Worship

Job Description

The Fundraising Manager will be responsible for the overall management and development of our fundraising work and stabilising income streams for ASSTC, which is currently focussed on individual giving and grant funding. They will also contribute to the development of new income streams, through growing our major donor pool, expanding our grantors, and initiating legacy giving.

Reports to: Director of ASSTC

Hours: Full time (will consider flexible working options and .8 FTE too)

Salary: £36,780 + £5,735 London living allowance = £42,515

Time period: 2 year fixed-term contract

Probationary period: 4 months

Notice period: 3 months

Location: All Souls Clubhouse, 141 Cleveland Street, London W1T 6QG

Annual leave: 25 days per year

Line managed by: Director of ASSTC

Direct reports: None at present

Other key relationships: All ASSTC staff (including the managers of each ministry, in particular), the Trustees, serving partners/volunteers, and the All Souls Church Ministry/Admin/support teams, particularly the Finance Department and the Communications Team, along with external funders, potential funders, and agencies



About The Role

We are a recently established charitable incorporated organisation (CIO), within All Souls Church, and so it is an exciting time to be coming on board as Fundraising Manager for All Souls Serve the City (ASSTC). Prior to the start of the CIO on 1st January 2021, we already had a good number of faithful donors who were committed to us and that has continued. We are eager to steward these relationships well and also expand our donor base in the coming years. We are looking for someone with proven experience in fundraising to help us continue to secure regular gifts from individuals and grants, grow our funding base (particularly major donors,) support us with events, and further develop and maintain rigour around all our fundraising efforts. Our total budget, including reserves, is currently circa £800,000. We are looking for the Fundraising Manager to take the lead in growing this amount by 15% in the next two years.

ASSTC works across different ministry areas, from serving those who find themselves homeless or vulnerably housed (ASLAN), to senior members of our community (Senior Care), to people exploited in the sex industry (Tamar), as well as with children at All Souls Church of England school (Schools work). This breadth of ministry provides a wonderful opportunity for diverse types of fundraising from individuals, major donors, corporations, grant funders, foundations, and legacies. Therefore, this role would suit someone who is a generalist and has a desire to make a difference for some of the most vulnerable in our society.



Role Details

The main responsibilities include:

Fundraising

- Oversee all the fundraising for ASSTC to achieve agreed upon annual fundraising targets, paying particular attention to the General Fund.
- Work with each of the Ministry Heads to enable them to have a good understanding of the fundraising process and support them to achieve ministry-specific fundraising targets.
- Take the lead in drafting high quality grant applications, letters of request, and all related documentation.
- Oversee and use Donorfy to record fundraising actions and manage an efficient and appropriate system for acknowledgements and thank yous.
- Build and maintain relationships with new donors, new grantees, and community supporters, providing fundraising materials, encouragement and follow-up.
- Develop a legacy programme for ASSTC.

Communications

- Support the ministry teams on the delivery of an effective communication strategy including social media.
- Oversee responses to the day-to-day enquiries received from donors and prospects.

Research, Cultivation, and Solicitation

- Research prospects and establish priorities for solicitation.
- Implement plans for maintaining a base of small, annual individual donors.
- Provide support in planning fundraising events across the various ministry teams to secure and grow income.

Reporting

- Monitor and report regularly on the progress of fundraising for ASSTC and its ministry streams.
- Ensure that all systems and processes required for successful fundraising are in place (including appropriate record keeping, donor research and statistical reporting), and are maintained, updated and co-ordinated effectively through the use of Donorfy.
- Ensure compliance with relevant rules and regulations including the Data Protection Act.

Other

- Maintain high levels of discretion and confidentiality at all times.
- Carry out any other duties as may reasonably be requested by the Director.

Person Specification

Education, experience and skills

Essential	Desirable
<p>Certificate or Diploma in Fundraising or equivalent work experience.</p> <p>Proven fundraising experience, ideally within individual giving and community fundraising (i.e. grants and foundations).</p> <p>Experience of devising cultivation and solicitation strategies and successfully managing a portfolio of senior level prospects.</p> <p>Experience of writing effective and convincing grant applications and requests.</p> <p>Excellent communication skills (both orally and in writing), highly organised, keen attention to detail and an ability to build collaborative relationships both within the organisation and with supporters.</p> <p>Strong project management and administration skills, preferably in the charity sector.</p> <p>Budget management skills for both grant applications and reporting.</p> <p>An understanding of Data Protection legislation as it relates to fundraising.</p> <p>Experience using a database to manage all aspects of fundraising.</p> <p>IT & word processing skills (Google docs, MS word, excel, powerpoint, and MailChimp).</p>	<p>Experience working with Donorfy.</p> <p>Experience of working in the ecclesiastical sector.</p> <p>Experience of managing events.</p> <p>Knowledge of UK legacy giving.</p>

Person Specification

Personal qualities

Essential

Whole of life disciple wanting to know Christ more and grow in grace, obedience, and Christ-likeness.

Having a servant heart and seeking to live a life of Christian integrity.

Committed evangelical Christian in full sympathy with the vision, mission and values of All Souls Serve the City, All Souls Church and the Evangelical Alliance Statement of Faith.

Self-motivated and confident working alone.

Highly responsible with the ability to work with absolute discretion, tact and confidentiality.

Enthusiasm for social action projects.

A flexible, collaborative team player.

Desirable

Lives within London.

An active member of All Souls Church.



Applications

Applicants should enclose a completed Candidate Bio Details Form (attached to the advert) alongside an up-to-date CV.

Applications should be forwarded to: applications@christianjobs.co.uk

All applicants will receive a response within 2 working days.

Closing date for applications is **16th February 2024**.

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Please note that we can only consider applications from candidates who have the legal right to work in the UK.



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