



Fundraising Manager

Job Description & Application Pack

ALL SOULS
Serve The City

Christian Jobs
Work With Purpose

About The Role

All Souls Serve the City (ASSTC) is a recently established, London based charity that seeks to serve the isolated, overlooked, and exploited; bringing the message and ministry of Jesus to vulnerable people in the area where we work. The charity was formed to manage and oversee a number of ministries that have developed from within All Souls Langham Place, a vibrant church family in central London with a heart to reach the city and nations for Jesus.

ASSTC works across different ministry areas, serving: those who find themselves homeless or vulnerably housed (ASLAN), children at All Souls Church of England school (Children and Families), senior members of our community (Senior Care), and also people exploited in the sex industry (Tamar). The charity benefits from many faithful supporters including individuals within the church, major donors, corporate partners, grant funders, foundations, and legacies.

We are looking for someone with proven experience as a fundraising generalist to help us build and develop our supporter network; to secure regular gifts from individuals and grants, to grow our funding base (particularly major donors,) to support us with events, and to further develop and maintain rigour around all our fundraising efforts.

This is a fantastic opportunity to work for a charity that already has a significant donor base and a considerable amount of goodwill from a wide range of supporters. The ideal candidate will have a proven track record in raising income from a range of different sources and growing a maturing fundraising endeavour. This role would suit someone who loves to develop and grow relationships with donors and has a desire to make a difference for some of the most vulnerable in our society.



Role Details

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 focused 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.

Job Title: Fundraising Manager

Line managed by: Director of ASSTC

Direct Reports: None at present

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

Band: 6

Salary Range: £45,000 - £47,000 (including £6,745 London living allowance)

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



Responsibilities

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.
- Organise and support the smooth running of events to support fundraising initiatives as required.

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.
- Oversee the production of content, including written and video-based content, to support the fundraising initiatives and communications.
- Arrange an annual communications program to say 'thankyou' to donors from the previous year.
- Liaise with the media team at All Souls to ensure a smooth integration of ASSTC messaging into the comms structures of the church.

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, and to raise money for the general fund, as required.

Reporting:

- Monitor and report regularly on the progress of fundraising for ASSTC and its ministry streams using a range of tools and platforms including Donorfy, Benevity, and Enthuse.
- 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.
- Provide regular reports to the Director and the trustees as required.

Other:

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

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.

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, Gmail, and Sheets, 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> <p>Experience of managing and using social media platforms within a charity setting.</p> |

Person Specification

Personal qualities:

| Essential | Desirable |
|--|---|
| <p>Whole of life disciple wanting to know Christ more and grow in grace, obedience, and Christ-likeness.</p> <p>Having a servant heart and seeking to live a life of Christian integrity.</p> <p>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.</p> <p>Happy to work individually or as part of a close-knit team.</p> <p>Self- motivated and confident working alone.</p> <p>Highly responsible with the ability to work with absolute discretion, tact and confidentiality.</p> <p>Enthusiasm for social action projects.</p> <p>A flexible, collaborative team player.</p> | <p>Lives within London.</p> <p>Is willing to become an active member of All Souls Church.</p> |

Applications

Applicants should enclose a completed application form, a two-page (max) CV (with the names and contact details of two referees, one of whom must be the applicant's most recent employer), together with a one page cover letter setting out why the applicant feels they would be the best fit for the role. Referees will only be approached once an offer has been made and accepted.

Applications are being handled by Christian Jobs. Pls email: applications@christianjobs.co.uk

Closing date for applications is Friday 2nd May. Note: the application process may be closed earlier than this date if we receive a sufficient number of qualified applicants. Candidates are encouraged to apply for this role as early as possible.

Initial interviews will be held on-line with second round interviews taking place at 141 Cleveland Street, London, W1T 6QG.

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.

Joe Santry - Christian Jobs, Business Manager



"Having known Pamela and the team for a few years, I know that All Souls Serve the City is a fantastic environment for a Fundraiser to flourish. This role will have a level of autonomy that is rare in Christian charities, yet it will be well supported by experienced colleagues. All Souls Serve the City's purpose is so clear and their mission so needed!"

To learn more about this role, contact joe.santry@christianjobs.co.uk



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