



# Head of Fundraising

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 Westminster-based charity that seeks to serve those in our area who are isolated, overlooked, and exploited, bringing the message and ministry of Jesus. The charity was formed to consolidate a number of ministries that developed from within All Souls Church, a diverse, multi-generational, vibrant congregation in central London with a heart to reach the city and the nations for Jesus.

ASSTC works across four ministry areas: those affected by homelessness (ASLAN), senior members of our community (Senior Care), those in the sex industry (Tamar), and children at the All Souls Church of England school (Children and Families). Most of what we deliver is from our multi-purpose building where our offices are based and so there is ample opportunity to experience our work firsthand, as well as to have day-to-day contact with the colleagues who run these ministries, which makes for an exciting environment. We have just completed year one of an ambitious three year strategy that builds on the success of our ministries and sets out six strategic goals. Fundraising is a vital part of the successful delivery of this strategy.

Our total budget, including reserves, is currently circa £900,000. We are looking for the Head of Fundraising to take the lead in growing this amount by 15% in the next two years. Our donations are made possible by many faithful supporters including individuals within the church, major donors, corporate partners, grant funders, foundations, and legacies. We also have five London Marathon places each year.

This is a fantastic role to work for a charity that already has a significant donor base and terrific goodwill from a range of supporters. And yet there is a great opportunity to diversify our income and grow our unrestricted funds. The ideal candidate will be a generalist ready to help us expand our supporter network to secure more 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. You will have a proven track record in raising income from a range of different sources and growing a maturing fundraising programme. This role would suit someone who loves to develop and build relationships with donors and has a desire to make a difference for some of the most vulnerable in our society.





# Role Details

The Head of Fundraising will be responsible for the overall management of our fundraising across all income streams for ASSTC, which is currently dominated by individual giving and grant funding. They will also contribute to the development of new income streams, through growing gifts from major donors, income from charitable trusts, and encouraging volunteer fundraising and legacies.

**Job Title:** Head of Fundraising

**Line managed by:** Director of ASSTC

**Direct Reports:** None at present

**Hours:** 35 hrs, includes WFH on Fridays; will consider hybrid working & .8 FTE

**Band:** 6A

**Salary Range:** £48,822 - £50,522 BOE (includes £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 plus leave when the office closes between Christmas and New Year



# Responsibilities

## Fundraising:

- Oversee all the fundraising for ASSTC to achieve agreed upon annual fundraising targets by developing a charity-wide case for support and 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 by enabling them to develop a case for support, assist with the grant writing process, and initiate, build, and maintain relationships with key donors.
- Lead in drafting high quality grant applications, letters of request, and all related documentation, while demonstrating our commitment to the centrality of the gospel.
- 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 volunteer fundraisers, providing fundraising materials, encouragement and follow-up.
- Develop a legacy programme for ASSTC.
- Organise and support the smooth running of events to support fundraising as required.

## Communications:

- 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 all fundraising initiatives and communications.
- Arrange an annual letter to say 'thank you' to all donors from the previous year.
- Liaise with the media team at All Souls to ensure a smooth integration of ASSTC messaging into the communications structures of the church.
- Support the delivery of an effective communication strategy, including social media.

## Research, Cultivation, and Solicitation:

- Research prospects and establish priorities for solicitation.
- Implement plans for maintaining and growing a base of individual donors.
- Support ministry teams in planning gospel-centered fundraising events to grow income and raise funds for specific ministries as needed.

## Reporting:

- Regularly monitor and report on ASSTC and ministry fundraising progress using tools such as 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 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.
- Lead a Bible thought at team meetings and prayer at the 8am on-line call every 4-6 weeks.
- Comfortable praying for colleagues and their ministries at team /congregational meetings.
- Carry out any other duties as may reasonably be requested by the Director.

## Other Key Relationships:

- All ASSTC staff (especially ministry managers), Trustees, partners/volunteers, All Souls Church ministry and support teams (notably Finance and Communications), as well as funders, potential funders, and agencies.

# Person Specification

## Education, experience and skills:

Essential	Desirable
<p>University degree (or equivalent experience)</p> <p>Diploma/Certificate in Fundraising</p> <p>Member of the Chartered Institute of Fundraising</p> <p>Proven fundraising experience (individual giving, community, grants, foundations)</p> <p>Experience devising cultivation/solicitation strategies and managing senior prospects</p> <p>Experience writing compelling grant applications/requests</p> <p>Strong oral/written skills; highly organised with attention to detail; collaborative relationship builder</p> <p>Strong project management/administration skills (charity sector preferred)</p> <p>Budget management for grant applications and reporting</p> <p>Knowledge of Data Protection legislation in fundraising</p> <p>Experience using a fundraising database</p> <p>IT &amp; word processing skills (Google Docs, Gmail, Sheets; MS Word, Excel, PowerPoint; MailChimp)</p>	<p>Experience working with Donorfy</p> <p>Experience of working for a church or with a Christian charity</p> <p>Experience of managing fundraising events</p> <p>Knowledge of 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</p> <p>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 (or willing to travel to our office in the West End of London 3 to 4 days a week)</p> <p>Is willing to become an active member of All Souls Church</p>



# Applications

To apply for the position, please send a CV and completed Candidate Bio Details Form to [applications@christianjobs.co.uk](mailto:applications@christianjobs.co.uk).

Initial interviews will be held online 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](mailto:joe.santry@christianjobs.co.uk)

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