

## St Lawrence Church Bovingdon

### Fundraising Co-ordinator: Role description

#### Context and strategy

St Lawrence Church wishes to employ a temporary, part-time Fundraising Co-ordinator to help raise funds for its Extension and Reordering Project. The latest cost estimate for this project is £1.4m, of which £100,000 will come from current reserves and £500,00 from the sale of the existing Hall for development. This leaves £800,000 to be raised from five (and possibly more) sources, each of which will need a tailored approach:

- Grant making Trusts
- Individual donors who may be prepared to make a substantial contribution
- Local businesses
- The Bovingdon community
- Existing parishioners

Dacorum Borough Council have granted planning permission for the extension. We are now in the process of obtaining a Faculty from the Diocese for the whole scheme, including the internal reordering. It is envisaged that the fundraising campaign will last 12 months.

#### Objective

Working with the Vicar, PCC and Fundraising Group, to identify sources of funding, plan and support appropriate fund raising activities and maintain a full record of all potential and actual donors.

#### Key tasks

- To set up and run a donor database
- To research grant making Trusts and local businesses and recommend which ones to approach.
- Working with the Vicar and Fundraising Group, to prepare suitable written material for use in grant applications and wider publicity.
- To complete and submit grant applications and follow up as needed
- To help identify local individuals (and others with a link to Bovingdon) and find appropriate and creative ways to approach them
- To engage with volunteers in the Fundraising team and wider parish and support them in their work
- To help plan fundraising activities in the parish
- To contribute to the Fundraising strategy for the project and to maintain a project budget.

#### Skills

You will need to show:

- commitment to St Lawrence Church, its mission and values
- the ability to build and maintain relationships
- creativity, imagination and an entrepreneurial attitude towards fundraising
- a proactive attitude, drive and enthusiasm to carry out projects to conclusion
- the ability to influence others using excellent communication skills
- the capability to work under pressure and meet deadlines
- the ability to meet financial targets
- good organisational and project management skills
- the ability to motivate others and work as part of a team
- resilience, particularly when faced with setbacks
- sensitivity to the needs of volunteers and donors
- a willingness to carry out a range of administrative tasks.

#### Job parameters

This role reports to the Vicar

The role will be for 1 day a week for an initial period of 9 months, working flexibly and from home. 1 month's notice of termination may be given by either side.

Salary £22-25,000 pro rata depending on experience

Expenses will be met and training will be provided

DBS not required

Further information is available on our website <https://stlawrencebovingdon.com/extension-reordering-project/>

For an informal conversation contact the Vicar, Revd Charles Burch 01442 833298 or [vicar@stlawrencebovingdon.com](mailto:vicar@stlawrencebovingdon.com)

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