

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

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