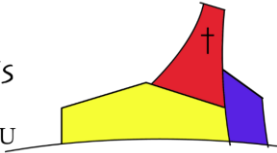


Job Description – Fundraising Manager for Truro Lifehouse Project

Title, Terms and Accountability

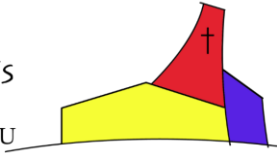
Job Title	Fundraising Manager for the Truro Lifehouse Project
Reports to	Priest in Charge
Hours	20hrs a week / 18 month contract
Start date	circa. 25 th March 2019
Resources	Shared: i) office space, ii) laptop and iii) telephone system and broadband if required. A mix of office and home working could be accommodated. A support team that will include our Strategic Development Manager, Project Link Consultant, Parish Administrator, Communications Manager, clergy team and churchwardens.
Salary	£14,560 per annum (working 20 hours per week) including 5 weeks paid holiday (equivalent of 100 hours per annum) and pension contribution with the Church of England pension scheme.
Role Summary	The aims of the Fundraising Manager are to: <ol style="list-style-type: none">1) (PRIORITY) write successful bids and grant applications to trusts and businesses in order to fulfil the funding gap for the 10/10 Project. The priority aim of this role is to secure the 2nd half of the funding required for the project's success.2) research possible funding opportunities and establish relationships with possible donors to achieve the priority aim for this role.3) communicate the aims and benefits of the 10 10 Project to potential donors, through presentations (in person and/or virtually), grant applications, and person to person communication.



Duties and Responsibilities

Core tasks

- To write successful bids and applications for funding to both charitable trusts and businesses, researching the data that each bid or application will need to fulfil the respective charity's success criteria.
- To build relationships with potential donors and to encourage them to have a personal interest in the Truro Lifehouse Project.
- To present the aims of the project to potential donors and supporters in innovative and creative ways both in the written format and in talking to individuals or to a group of people.
- To be excited and passionate about the Truro Lifehouse Project.
- To work in cooperation with the Media and Communications Lead, and under the direct guidance of the Strategic Development Manager. Meeting regularly with the team to review progress.
- To use your experience and networking skills that have brought you success in past projects to achieve the aims of this role.



Person Specification

Criteria	Essential	Desirable
Experience of writing successful funding bids and applications.	✓	
Experience of corporate networking in order to obtain contacts		✓
Strong organisational skills and the ability to use initiative to good effect.	✓	
Excellent time management skills	✓	
Experience of working within a dispersed team.	✓	
Experience of administering a fundraising strategy and keeping up to date records.		✓
IT literate. Able to use Microsoft Office products, and the internet.	✓	
Familiarisation with Adobe products such as Photoshop, Illustrator and Acrobat and Presentation Aids		✓
Good communicational skills both in writing and verbal and within a team.	✓	
Fully supportive of the work and mission of All Saints Church Highertown and of the 10/10 Project	✓	
Being able and open to working within a Christian Environment	✓	

If you are interested in serving the church in this way please contact Revd Jeremy Putnam on 01872 261944 or vicar@ash.church Thank you.