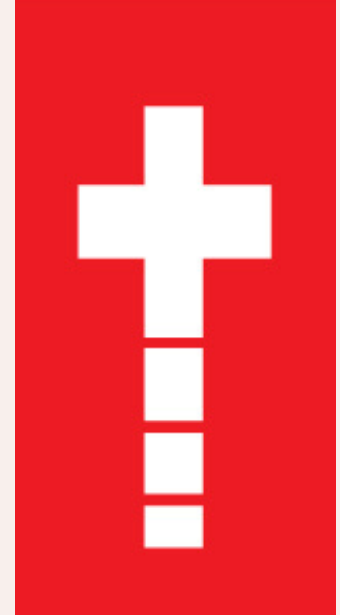


THE SWISS CHURCH IN LONDON

WE ARE HIRING

Fundraising & Development Manager



The Swiss Church in London has served as an anchor for the Swiss community in London and across the UK for over 250 years. The church provides regular ecumenical religious services and outreach programs for the vulnerable. Additionally, it offers community events for the Swiss diaspora and rich cultural and arts programming.

As part of our growing charity, we're looking for an enthusiastic Fundraising and Development Manager to join our friendly and dedicated team. We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers.

About You

As the the Fundraising and Development Manager, you will be responsible for supporting the development team. You will work across all income streams, building skills in donor stewardship and communications, prospect research, fundraising database management, and researching and preparing low-level funding applications.

You will enjoy working with people and be a good communicator. You will be well organised, determined, and full of initiative. You will be interested in art and heritage collections, music, and faith, as well as community-based initiatives.

Send your CV and Cover Letter to:

lindsey.wiercioch@swisschurchinlondon.org.uk

Deadline:

(12pm) 4 July 2024

About the Swiss Church in London:

We are an open, creative and accessible space in a beautiful Grade II listed building set in the heart of London's vibrant Covent Garden. As a church, we are rooted in the Swiss reformation, welcoming people from all paths of life and from all church traditions or none regardless of age, race, gender or sexual orientation. We are an ecumenical congregation gathered from across London. Many of us are migrants from Switzerland, here for a short time or a lifetime, finding community and friendship.

We love to meet the neighbours and people who live and work in the area. We recognise the importance of offering hospitality in a city that can be isolating and impersonal. And we believe that spiritual development and community building happens in various forms.

People often talk about the feeling of serenity they experience when walking through the doors of the Swiss Church. It is a light and spacious place of calm in the busy-ness of London life and a troubled world. Life can be intimidating and lonely. By creating strong local communities we challenge the assumption that we have to face this alone. Our community outreach and cultural programme create a melting pot of people who would not usually meet.

Our community programme reaches out to the Swiss colony in London as well as local people and the homeless. We are an inter-generational community sharing experiences and learning from one another. We are made up of young families, students, professionals and pensioners, each stage of life bringing its own questions and uncertainties.

Many people feel disconnected from Christian faith and traditions. Arts and music connect to the story of our society and culture. We create a threshold between the sacred and secular world exploring the common ground and what Christianity means to us today.

The cultural and community programmes give us an active and varied church life that is rooted in our rhythm of prayer and worship. The Swiss Church is part of the universal, apostolic and holy church of Christ, and remains closely linked to its reformed sister churches in Switzerland, the UK and worldwide.

If you would like to apply for this position or learn more, please use the Job Description below or reach out to lindsey.wiercioch@swisschurchlondon.org.uk for an informal chat.



Job Description

Job Title:

Fundraising and Development Manager

Reports to:

Board of Trustees

Working in collaboration with:

- The wider Swiss Church in London team
- The Arts Team
- Creative Practitioners
- Community Outreach and Homeless programme team
- The Music programme
- The Board of Trustees
- Key contacts in cultural, education, community and civic partners

Salary:

£40,000 pro rata (£8,000 actual)

Working hours:

7.5 hours/week

Terms:

Part time; contracted (18 months)

Location:

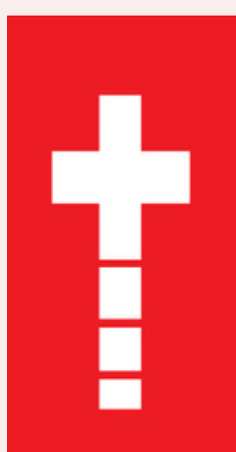
The role is based at the Swiss Church in London on 79 Endell St, London WC2H 9DY but can be hybrid with remote working



Job Description

Key Tasks & Responsibilities:

- inspire new supporters to raise money, while maintaining and developing relationships with existing supporters
- Planning donation campaigns and events along with the communication need to ensure they are a success
- Develop new and imaginative fundraising activities, such as fundraising events (e.g. the annual Ballet Gala)
- Raise awareness of the charity and its work at local and national levels, maintaining relations with social media and Marketing team members
- Increase funds by researching and targeting charitable trusts, foundations and grants whose criteria match the charity's aims and activities (such as in the [voluntary and community sector](#) in Camden), including the creative, charity and community sectors
- Develop and implement a strategy for trusts, grants and foundational supporter recruitment and development
- Manage and update databases to record donor, trust, grant and foundation contacts and preference information
- Write applications to prospective funders and provide guidance on art and community fundraising applications
- Ensure that donors and funders are kept informed about how their money is being used
- Carry out risk analysis and balance time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.
- Monthly report on funding and donation income to Trustees (with occasional participation in Trustee meetings) and Swiss Church team, members of the public and charity supporters



Person Specification

Key Competencies	Essential Skills	Desirable
Qualifications & Professional Membership(s)		Educated to Degree level or equivalent In a relevant field
Knowledge & Experience	<p>Proven work experience as a fundraiser or similar role/qualifications</p> <p>Ability to meet financial targets; Create and maintain performance reports to ensure clear visibility of the efforts required to reach the target</p> <p>Understanding of confidentiality and the rules around General Data Protection Regulation (GDPR) and how this applies in the context of fundraising</p> <p>Sensitivity to the needs of volunteers and donors</p> <p>Understanding of confidentiality and the rules around General Data Protection Regulation (GDPR) and how this applies in the context of fundraising</p>	<p>Knowledge and understanding of the wider socioeconomic context of Covent Garden and the surrounding areas</p> <p>Knowledge of the Swiss Community</p> <p>Knowledge of funding opportunities, especially around the UK and both Covent Garden and Camden more specifically</p> <p>A strong understanding of music, contemporary art and the creative industries</p> <p>Experience of fundraising in the charity and creative arts sector</p>
Skills	<p>Excellent communications skills</p> <p>Excellent IT skills, ability to use a computer and use main software packages (e.g. Team, Microsoft Office, etc) competently</p> <p>Ability to work well as part of a team, as well as work independently and under own initiative</p> <p>Administrative, planning and organisations skills</p> <p>Excellent time management skills and the ability to manage multiple priorities and meet deadlines</p> <p>Strong attention to detail and ability to confidentially manage data and information</p> <p>Ability to meet financial targets and both create and maintain performance reports to ensure clear visibility of the efforts required to reach the target</p>	<p>Knowledge of social media monitoring tools and website development</p> <p>Project Development</p> <p>Quotation Gathering</p>
Personal Qualities	<p>Flexible and adaptable to changing priorities</p> <p>Ability to build and maintain professional relationships</p> <p>Commitment to equality, diversity and inclusion, including socioeconomic diversity</p> <p>Willingness to work flexibly, including some evenings and weekend where required</p> <p>Proactive attitude, drive and enthusiasm to carry out projects to conclusion</p> <p>Creativity, imagination and proactive attitude towards fundraising</p> <p>Capacity for critical thinking and using reason and evidence to make informed judgements</p>	<p>The ability to motivate others and work as part of a team</p> <p>A commitment to the Swiss Church's cause (arts, music, community and faith)</p>
Special Requirements	<p>Enhanced DBS Check</p>	

Special Circumstances:

The role holder is required to have a flexible approach to work and may be required to undertake some evening and weekend working.

This job description is a guide to the nature of the work required of the Fundraising and Development Manager and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development which may be required in the future.

Terms and Conditions:

Offered as a part-time, timed contract, subject to a six-month probationary period. Willingness to work flexibly, including some evening and weekend working when required.

Requests for flexible working will be considered.

The role is based at the Swiss Church in London, but can be hybrid as mentioned, though there will be some in-office days required.

How to Apply:

To submit your application, please send a copy of your CV and a cover letter to lindsey.wiercioch@swisschurchlondon.org.uk

If you prefer, you can submit a video or audio recording to complete the Supporting Statement/Cover letter of your application.

For an informal conversation about the role or to request this information in a different format, please also contact lindsey.wiercioch@swisschurchlondon.org.uk

The deadline for applications is July 4th by 12pm.

Interviews will take place online on July 17th and 18th.

