



Job Profile

Job title	Individual Giving and Grants Manager
Department	St Martin-in-the-Fields Trust
Responsible to	Development Director
Responsible for	Prospect Researcher (to be recruited)
Key internal relationships	Trustees of St Martin-in-the-Fields Trust and Foundation for St Martin-in-the-Fields, London, other volunteer committees, Vicar and Clergy team, Senior Management Team
Main purpose of job	Work to secure gifts from individual donors (with the support of high level volunteers where relevant) and prepare applications to charitable trusts and other grant makers to meet agreed annual targets.

Nature and scope of the job

St Martin-in-the-Fields Trust exists to raise money to support the costs of maintaining the historic buildings of St Martin's, as well as funding innovative and important programmes of work to secure the future of the organisation.

Over the past twelve months, the Trust has been planning a major new fundraising campaign for St Martin's with a projected target of £25 million. This campaign will secure funds for our historic buildings, as well as building major new funds for the development of our music and culture programmes and our mission and ministry. We are seeking to expand our fundraising team to meet these challenging new targets and this role is a pivotal appointment to ensure the successful implementation of the strategy.

The main focus of the campaign will be conserving our historic buildings, developing new faith based initiatives and projects to support homeless people in London and advancing St Martin's musical programme in the UK and US.

Main duties and responsibilities

1. Donor acquisition and development

- Work with the Development Director to implement the new fundraising strategy to secure major gifts from individuals for the Building Futures Campaign in the UK and US
- Develop and manage a pipeline of prospects to secure donations of £50,000 and above (which could be gifts spread over a number of years).
- Prepare grant applications to UK and US trusts plus appropriate lottery applications in support of the campaign
- Actively build your pool of prospects accompanied by comprehensive research and cultivation plans, working closely with the Development team
- Work with the Stewardship and Development Manager to develop a programme of cultivation events to introduce prospects to the work of St Martin's

2. Donor care and stewardship

- Work with the team to develop a programme to proactively steward donors and develop a recognition programme
- Ensure all high level donors are met individually at least once per year
- Work with donors and advisors to ensure gifts are tax effective where possible, and Gift Aid declarations are secured where applicable
- Provide a programme of reports to grant makers and donors

3. Communications

- Cultivate potential and existing donors, with excellent and appropriate communication, to determine their philanthropic interests and make connections between these interests and the needs of St Martin's
- Develop proposals and fundraising materials inspiring individuals to give to St Martin's
- Build strong working relationships with the Trustees and high level volunteers to involve them effectively in fundraising activities

4. Team management

- Line manage the Prospect Researcher
- Conduct regular performance management and coaching for the Prospect Researcher

5. Management, finance and administration

- Ensure all prospects and donor records are maintained on Donorfy (the Trust's fundraising database) to ensure records hold accurate financial data, are up to date and hold comprehensive information on donor cultivation
- Produce regular reports for Trustee meetings in order to keep them updated on fundraising progress
- Produce regular reports and analysis on income and expenditure in line with agreed budgets
- Keep up to date with developments in fundraising, data protection and related legislation, and ensure compliance with HMRC Gift Aid legislation, VAT, Data Protection Act

- 6.** This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

Knowledge, skills and abilities

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

- Significant and demonstrable experience in a similar role managing fundraising from individuals, including face-to face asks for four and five figure gifts
- Proven experience of raising funds from charitable grant making trusts
- Sound experience working with budgets, setting and managing income and expenditure
- Experience developing and managing events, with purpose of engaging donors, individual and raising funds
- Sound, current working knowledge of major donor and grant fundraising
- Excellent team working, interpersonal and communication skills
- Experience of motivating and managing a team

Desirable:

- Heritage Lottery experience would be an asset, but is not essential.
- An understanding of church life

- Working in a music, art or cultural setting

In addition will need to have:

- Inspirational and calm management qualities
- Understand and commit to the ethos and values of St Martin's
- And be, energetic, passionate, driven and ambitious, with the right attitude!

Signed by employee:

Signed by manager:

Date:

Date:
