

Union Chapel Project

19b Compton Terrace, London N1 2UN

020 7226 1686 | events@unionchapel.org.uk | www.unionchapel.org.uk



FUNDRAISING AND DEVELOPMENT COORDINATOR

Position: Full time

Salary: £24,500 pa

Holidays: 23 days pa plus bank holidays

Union Chapel is an inspiring space. It is an architectural treasure that is home to an inclusive church, award winning gigs, a unique organ and The Margins Project for those facing homelessness and in crisis.

Union Chapel is expanding its programme of community and arts activities as well as undertaking major capital works to improve the quality of, and access to, the building and its heritage for the wider public.

A new fundraising department is working on an exciting heritage capital project called Sunday School Stories which will bring to life a large underused space behind the Chapel as a multipurpose heritage, community and cultural space. The project has a Round 1 pass from National Lottery Heritage Fund and is currently in the development design phase.

This is a fantastic opportunity to experience capital fundraising for a public space and working with a national funding distributor. There are innovative arts and community projects that are also part of the annual fundraising mix, so there will be exposure to a wide range of national and local fundraising sources.

This is a perfect position for someone in the early stages of their fundraising career who would like to gain “all-rounder” experience in the heritage and arts sectors with hands on opportunities to shape strategy, develop relationships and conduct research. There is scope for promotion and to specialise in a specific fundraising area or to maintain a general all-rounder role.

As part of your first year at Union Chapel training and support will be given in areas such as using the fundraising software Spektrix, leadership and management, mentoring, budgeting and finance, advanced level Microsoft packages, strategy creation, basic data visualisation and presentational skills. Union Chapel offers further continuing professional development after one year.

POSITION IN ORGANISATION

- Reporting to the Head of Fundraising and Development

JOB ROLE

- Research and support donor cultivation activities and promotional events
- Manage stewardship of donors and funders within the organisation
- Assist with mapping immediate and future sources of giving
- Contribute to the development and monitoring of funding bids



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- Support other areas of fundraising (e.g. fundraising events and sponsorship) as required
- Be an enthusiastic ambassador for Union Chapel

KEY RESPONSIBILITIES

- To support the cultivation, stewardship and development of individual donors, working in close collaboration with colleagues
- To undertake donor research, utilising external and internal data sources
- To co-ordinate donor cultivation events
- To support other areas of fundraising e.g. sponsorship, local businesses, monitoring and reporting on grants
- To attend fundraising meetings, Steering group meetings and others as required
- Act as primary liaison with the Friends of Union Chapel and other local stakeholders
- To work closely with the Events and Marketing teams to promote Union Chapel's fundraising activities
- Assist with developing strong messages and communications that reach the widest range of audiences
- To attend external industry events and training
- To keep abreast of fundraising and commissioning trends and developments in the UK arts and public sectors

EXPERIENCE / SKILLS REQUIRED

- At least three years' experience of raising funds in the arts, heritage or charity sectors
- Experience working with individual donors and supporters
- Ability to maintain and develop relationships with individuals and organisations
- Effective time management
- Excellent communication skills
- Excellent customer care
- Ability to work independently and as part of a team

DESIRABLE EXPERIENCE / SKILLS REQUIRED

- Experience of developing or writing funding bids
- Experience of managing individual giving schemes
- Experience of working with a Customer Relationship Management system

We actively support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) candidates and disabled candidates.



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HOW TO APPLY:

Please apply with your CV and a covering letter, of no more than two pages, outlining your skills and experiences to meet the requirements of the role, why you want to work for Union Chapel Project and your availability to start.

Also please complete an [Equal Opportunity Monitoring Form](#).

Email all to recruitment@unionchapel.org.uk with “Fundraising and Development Co-ordinator” in the subject line.

Closing Date: 6pm, Friday 31 May.

Interviews: 5 and 11 June.