

The background image shows the interior of Union Chapel, a Gothic Revival church. The most prominent feature is the large, ornate rose window at the front, which is illuminated from within, casting a warm glow. The ceiling is a complex, dark wood structure with intricate geometric patterns. The walls are made of brick and feature several tall, narrow, pointed-arch windows with stained glass. The overall atmosphere is one of grandeur and historical significance.

Interim Head of Fundraising and Development

Recruitment Pack October 2019



UNION
CHAPEL



Interim Head of Fundraising and Development Application Pack

Union Chapel is seeking an interim Head of Fundraising & Development to develop and drive forward the fundraising strategy for all areas of income generation for the organisation. These include public sector funders, trusts and foundations, corporate sponsorships, philanthropic giving and membership schemes.

The ideal candidate will be a skilled communicator and networker; have demonstrable success in planning and raising five figure sums, a self-motivated approach to work and be confident in developing and managing a small team. A broad understanding of heritage, the arts and social justice projects, and substantial experience in a similar role are essential.

The current Head of Fundraising & Development is moving abroad in December, but will remain supporting Union Chapel's fundraising efforts around the Sunday School remotely, as Project Consultant. This interim role will assist in the transition between the current Head of Fundraising and future appointments.

About Union Chapel Project

Union Chapel Project (UCP) is an independent, secular charity. The project is an outstanding example of the way in which new uses for an historic Grade 1 Listed building can be achieved without compromising its original function, as a Church.

UCP was established in 1992, a decade after a local campaign successfully prevented the building from demolition. UCP was tasked with coordinating the vital conservation works for this important local landmark by opening the building up as a multi-activity hub from which revenues were generated. The building is now a vibrant place, hosting a range of activities including concerts, lectures, rehearsals and the production of our own in-house arts culture and community events. The building is also home to The Margins Project – a charitable subsidiary which provides vital support to people facing homelessness and isolation.

About The Role

This is an exciting time to be joining the Union Chapel Project, as we work towards major capital improvements to open up the building to more creative and community uses. The main priority for this interim position will be in supporting and building on fundraising efforts around the Sunday School Stories programme, and overseeing the delivery of this project.

Union Chapel Project is undertaking a series of major repairs and capital improvements to its grade 1 & 2* listed buildings in order to open up the building to more creative and community uses. We are now in the middle of an exciting, £1.8 million capital and community development phase called Sunday School Stories.

We received a Round 1 pass from National Lottery Heritage Fund for £960,400 in December 2018 and are completing the development and community consultation phase. The Fundraising team now needs to work towards the remaining match-funding target of £800,000, towards the Sunday school's capital works and activities programme. In addition, we have a mix of community and artistic projects that we curate in house which require subsidising through revenue fundraising.

This role will also have the opportunity to feed into our wider Fundraising Strategy and plans to develop an effective Fundraising Team which will secure and diversify income for UCP programmes and future capital projects to upgrade remaining areas of the building.

We are looking for a competent fundraiser, primarily with National Lottery Heritage Fund and capital fundraising experience, but also revenue fundraising experience, to raise the match funds for our current capital projects and continue developing fundraised income for the next phases.

We are seeking an enthusiastic individual who can think strategically, be hands on, to take ownership of these projects and grow the relatively new fundraising department to become an integral part of Union Chapel life.

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.

Email to recruitment@unionchapel.org.uk with "Interim Head of Fundraising and Development" in the subject line.

Closing date: 25 October

We are an Equal Opportunity Employer and we actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice.

Please complete our Equal Opportunity Monitoring form and email it to recruitment@unionchapel.org.uk It will be treated in confidence and will not be seen by the staff directly involved in the appointment.

Job Description

Job Title:	Interim Head of Fundraising and Development
Reporting to:	Chief Executive Officer
Terms:	Interim contract to the end of April 20 (with possible extension).
Hours:	Full time 37.5 hours per week. (Potentially 4 days/30 hours per week for the right applicant) 23 days annual leave + bank holidays (pro rata)
Salary:	£40,000-45,000 depending on experience
Start date:	ASAP

CAPITAL FUNDRAISING

Co-ordinate the delivery of the Sunday School Stories project with the Head of Conservation and Building Projects and the Project Consultant. Deliver the development phase of this project and submit a Round 2 application to NLHF for a successful outcome by the end of 2020.

There is a detailed fundraising strategy which includes public appeals, crowdfunding, trusts and foundations applications and sourcing other donations. The fundraising target is £800,000 in match funds to be raised by November 2020. There is flexibility in how this strategy is reviewed and delivered.

Development Phase responsibilities include:

- Making grant draw down claims and providing regular progress reports to NLHF and other funders
- Manage the development phase budget
- Quarterly fundraising reports
- Working closely with the Project Consultant and Head of Conservation and Building Projects to ensure timely review and delivery of key documents for the Round 2 submission, including:
 - The Activity and Interpretation Plan
 - Project Evaluation
 - Project Business Plan

Design

- Support the Head of Conservation and Building Projects to develop design and drawings to RIBA Stage 3, including coordinating Steering Group Meetings

Round 2 Application

- Co-ordinate the final review of the Round 2 application which is being written by the Project Consultant
A copy of the successful round 1 bid is available to read on request.

OTHER REVENUE FUNDRAISING

Our main programme of internally curated work is focused on our Henry Willis organ and the year round programme of organ music and activity, including an internationally renowned experimental organ music festival called Organ Reframed. The annual fundraising target for this programme is around £130,000 per year. The next festival will take place in March 2020. Funds for the programme are raised through a mix of Arts Council, trusts and foundations, ticket income and sponsorship. The Head of Fundraising and Development would be expected to continue this fundraising, in collaboration with the Music Director, in parallel with the capital projects.

We have developed our first Ambassadors programme to support fundraising events and initiatives, they are high profile persons from differing cultural backgrounds. An important part of the role will be to steward and develop the Ambassadors and the programme to become an integral part of the fundraising strategy.

Another important element of this role will be to feed into the future Fundraising Strategy and plans to develop an effective Fundraising Team to secure funds for UCP programmes and future capital projects to upgrade remaining areas of the building. This will also include further exploring and diversifying income through sources including the Membership scheme, sponsorship, donations, grants and legacies.

GENERAL

- In compliance with GDPR, utilise Spektrix (our CRM) effectively to help identify prospects from our existing Database
- Work closely with the fundraiser for the Margins Project
- Work closely with the Fundraising Working Group to achieve UCP targets
- Manage and maintain all existing relationships
- Support Board communications and other departmental systems to ensure all new contacts for Union Chapel are researched and notes kept up to date
- In compliance with GDPR ensure appropriate mechanisms are put in place to retain the contact information of event attendees and other new contacts
- Cultivate new relationships with donors through promoting Union Chapel's charitable and artistic work and creating relevant and enticing opportunities for engagement
- Set and deliver annual fundraising targets, including charitable trusts and foundations, individual giving, and community fundraising
- Work closely with the Union Chapel's in house Marketing and Communications Manager and external PR company to ensure campaigns have the highest profile.
- Write or approve compelling proposals that reflect the work of the charity, in order to solicit income
- Build strong relationships with trustees and administrators of new, existing and prospective donors and Ambassadors
- Build relationships with high profile and high net worth individuals as potential donors to the organisation
- Assist in developing community fundraising programmes to enable other activities to thrive at Union Chapel
- Oversee the expansion and development of the charity's membership scheme.
- Work closely with Heads of Departments to ensure fundraising targets are being met and projects are able to proceed
- Work closely with external consultants, where required
- Keep up to date with policy and trends and help identify funding opportunities
- Support the transition of the current Head of Fundraising to becoming the Project Consultant

FINANCE

- Work with the Head of Finance and Operations to produce the annual budget, operational plans and commentary for management accounts
- Manage the fundraising pipeline effectively, in order to secure income from existing donors and build-in new prospects

STAFF MANAGEMENT

- Direct, manage and support your staff to ensure the effective performance of their roles including undertaking annual staff appraisals and monthly supervision meetings.
- Ensure that your staff workload is appropriate including managing TOIL and holidays and arranging cover for holidays
- Communicate board strategy and decisions to your staff
- Be responsible for the recruitment of your departmental staff as approved by the board

GOVERNANCE

- Attend board meetings, as required
- Contribute to effective governance of the organisation as a whole, by providing advice and information to support and inform discussion, decision-making and monitoring
- Undertaking any other duties that may reasonably be required by the Trustees