



# THE ABBEY CHURCH OF THE HOLY CROSS

Pershore  
Worcestershire

St Nicholas' Pinvin, St Mary's Wick, St James' Birlingham

## **Fundraising Consultant**

**Hours: 1 day per week**

**Fee: £200 per day on a freelance basis**

Pershore Abbey is seeking a Fundraising Consultant to raise the balance of funds required to install a state-of-the-art pipe organ at the Abbey.

Pershore Abbey is one of the 'Great Parish Churches' of the UK and originally part of an important Benedictine monastery prior to the Reformation. The new Fratelli Ruffatti 3-manual Pipe Organ will transform congregational worship and provide this important concert venue with a valuable asset.

The Fundraising Consultant will be responsible for raising funds from all sources including Public Funders, Trusts and Foundations, Individuals and Corporates. The fundraising target is in the region of £600k.

The candidate will work from home but be available for regular meetings of the Organ Advisory Committee and Fundraising Committee in Pershore itself.

Interview date:

## **Person Specification**

### **Essential knowledge, skills and experience**

- Qualified to degree level or equivalent
- Excellent written skills
- Highly organised, with the ability to self-motivate and work to deadlines
- Experience and confidence required to develop lasting relationships with donors and prospects
- Demonstrable experience of developing successful and creative fundraising strategies with success in soliciting four and five-figure gifts
- Knowledge and understanding of best fundraising practice and regulatory framework
- Experience of organising and delivering successful cultivation and fundraising events
- Experienced user of Office applications (Word, Excel, Powerpoint)

### **Desirable knowledge, skills and experience**

- Some knowledge of pipe organs

### **Personal Qualities**

- A warm collaborative team player who is open to ideas with a practical 'can-do' approach to working with limited resources
- Enthusiasm, imagination, innovation, energy and drive
- High personal integrity and commitment

Pershore Abbey & Benefice Office, Alveston House, 11 Broad Street, Pershore, WR10 1BB

☎ 01386 552071 ✉ [office@pershoreabbey.org.uk](mailto:office@pershoreabbey.org.uk)

💻 [pershoreabbey.org.uk](http://pershoreabbey.org.uk)

Registered Charity No 1133566



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## **Fundraising Consultant – Full Job Description**

The Fundraising Consultant will be responsible for the management and delivery of all fundraising towards the purchase of the Fratelli Ruffatti pipe organ.

Corporate Sponsorship & Individual Giving

- Develop relationships with sponsors and donors, offering opportunities and tailored packages to support events through monetary and in-kind donations.
- Identify opportunities to link with new corporate sponsors and private donors.
- Prepare all proposals and sponsorship agreements, arranging sponsorship packages and information packs surrounding each opportunity.
- Ensure all sponsors/supporters are appropriately acknowledged.
- Arrange all supporter hospitality events, including liaison with caterers, arranging tickets and any special requests.

## Trusts & Foundations

- Write all applications for trusts, grants and foundations including Arts Council England and local authority funding.
- Ensure that all monitoring reports and evaluations are submitted on time.
- Ensure all grants are properly acknowledged.

Co-ordinate all fundraising special events and activities including raffles, lotteries and one-off events

## **How to apply:**

In writing or by email to The Reverend Claire Lording, Priest in Charge at Pershore Abbey enclosing your most recent CV with a covering letter explaining your suitability for the role.

## **Interviews:**

Interviews will take place on Monday 11 June 2018 in St Andrew's Centre opposite Pershore Abbey.

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