

Fundraising and Communications Officer

The project

In partnership with NLHF, St Mary le Strand, one of the most architecturally and historically significant buildings in London, is running The Jewel in the Strand project. On the face of it, our project is about a beautiful 18th-century church, but it's about people and communities, not stone, iron, bricks, and mortar. It will transform into a place that is relevant to the 21st century and beyond, maximising on space and presenting flexible and up-to-date facilities; attracting new audiences, and ensuring that the Church can be accessed and enjoyed by everyone.

The role

We are looking for someone who is enthusiastic, resourceful and well-organised to support the fundraising and communications function of the Jewel in the Strand project, on a six month contract (March-August 2024). This is a rare opportunity to be part of a team delivering an ambitious heritage project at a grade 1 listed building right in the very centre of London with 14 million passers by each year.

Key tasks

- Maintain accurate financial and funder records.
- Maintain up to date spreadsheets for comms and fundraising, including those holding flower appeal donations, and individual contacts (such as donors and project partners).
- Keep the supporter page of the website up to date.
- Respond to correspondence from the public and some flower appeal supporters.
- Maintain up to date newsletter lists and send newsletters on Mailerlite.
- Provide formatting and engaging layout for a variety of documents, including funding bids on Canva.
- Research potential supporters and partners.
- Develop social media content, research relevant tags, etc., to increase traction, and upload agreed content onto social media.
- Take minutes at Project Board meetings and History Advisory Group meetings.
- Undertake administrative tasks, as required.
- Provide regular reports, including weekly flower appeal and social media reports, to the Project Director and support their work where needed.

Person specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider essential in this role.

Essential:

- Strong identification with our mission and beliefs
- Strong attention to detail
- Proven ability to form good working relations, both internally and externally with people at all levels
- Highly organised and efficient at managing own time and workload with an ability to multi-task and work on own initiative to meet objectives and tight deadlines
- Excellent IT skills with a good working knowledge of MS Office programmes
- Understanding of social media
- Ability to learn new computer programmes, update websites, and manage data

- Works well independently and as part of a small team
- Polite, professional manner
- Uses diplomacy and sensitivity
- Communicates effectively with people at all levels, both inside and outside the organisation
- Demonstrates excellent presentation, layout and accuracy in text production
- Demonstrates ability to draft or adapt standard letters as appropriate
- Demonstrates understanding of the importance for maintaining strict confidentiality
- Demonstrates good standard of literacy and numeracy
- Manages work flow flexibly to prioritise tasks in order to meet deadlines
- Follows office procedures

Desirable:

- Experience of working in fundraising and/or communications
- Experience of working in an arts/heritage/not-for-profit environment

Further information

Reports to: Project Director

Hours: 7 hours per day plus an unpaid one hour lunch break, 3 days a week (Tue-Thur, but we can be flexible for the right candidate).

Location: The normal place of work will be St Mary le Strand Church (WC2R 1ES). It will be possible however, to work flexibly at home or in the church except when specifically required in the church for meetings or events.

Remuneration: £18,000 for 21 hours a week (FTE £30,000)

Application Instructions

Please send a letter of application stating how you meet the Person Specification and your experience of delivering the key tasks (or comparable tasks) outlined above, along with your CV/resume (no photos) to projectdirector@stmarylestrand.com

Please ensure that they are sent as Word documents with the titles "your name cover letter" and "your name CV" Please put "St Mary le Strand, Fundraising and Communications Officer" in the email subject line. Also please let us know where you saw the post advertised.

The deadline for applications is 31st January 2024.

In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender.