

**Position** Corporate Fundraising Manager

**Department** St Martin-in-the-Fields Trust

**Responsible to** Director of the Trust

**Salary**  £38,000-£42,000 per annum, dependent on experience

**Location**  St Martins, Trafalgar Square, WC2N 4HJ

**Full-time/Part-time** Full-time, permanent

**Role overview** To play a vital role in the prospecting and generating new corporate partnerships and sponsorships for the St Martin-in-the-Fields Trust by developing and managing relationships with companies to generate a pipeline that will contribute to raising £40 million for our capital development project, helping to maintain the iconic St Martin-in-the-Fields building and grow our ministry, musical, commercial and charitable offerings.

**Background**

St Martin-in-the-Fields (St Martin’s) is a remarkable place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, relax, meet, eat and drink, enjoy the arts and much more. The church is a 300-year-old architectural jewel, with iconic spaces that attract hundreds of thousands of people to our site each year.

The St Martin-in-the-Fields Trust exists solely to support the work of St Martin-in-the-Fields. We raise money to help St Martin’s maintain its historic buildings, to develop the world-class music programme, for the mission and ministry of the church and to help fund the work with homeless and vulnerable people. The Board of the Trust approves strategic priorities for funding, aligned with the future plans of St Martin-in-the-Fields and it's connected entities.

**Nature and scope of the job**

The Corporate Fundraising Manager will be an essential member of the Trust team, who will primarily be responsible for generating new corporate partnerships, securing corporate donations and maintaining relationships with existing corporate partners in line with the charities operating across the St Martin’s site. In this newly created role, the successful candidate will have considerable experience in fundraising with a strong track record for delivering strategic partnerships and meeting major donor fundraising targets.

**Main duties and responsibilities**

*Donor Acquisition and Development*

* Actively build a fundraising pipeline and portfolio of corporate prospects and donors to secure major (six figure) gifts;
* In conjunction with the Director of the Trust, implement the fundraising strategy and secure corporate donors to support the work of the Trust;
* Identify and approach new prospects by developing strong cultivation and solicitation strategies, working closely with the Trust team to develop these opportunities;
* Through collaboration with the Trust team, develop a programme of cultivation events to provide a compelling narrative for donating to St Martin’s;
* Develop the fundraising case and strategy for specific development projects or campaigns, as agreed with the Director of the Trust

*Donor Care and Stewardship*

* Actively steward new corporate donors to ensure there is a close and productive relationship between them and St Martin’s;
* Ensure all corporate relationships are maintained by ensuring they receive regular updates on the progress of the work of the Trust;
* Work with corporate donors and advisors to ensure gifts are tax effective where possible and Gift Aid declarations are secured where applicable.

*Communications*

* Cultivate potential and existing corporate donors with excellent and appropriate communication, to determine their philanthropic interests and make connections between their interests and the needs of St Martin’s;
* Develop proposals and fundraising materials that inspire corporations to donate to St Martin’s;
* Build strong working relationships with the Trustees of the St Martin’s Trust along with significant volunteers to involve them in fundraising activities.

*Management, Finance and Administration*

* Ensure all prospects and donor records are maintained on Donorfy (the Trust’s fundraising database) so that records contain accurate financial data, are up to date and hold comprehensive information on donor cultivation;
* Produce reports for the Trustee meetings as requested in order to keep them updated on fundraising progress and attend meetings as require;
* Keep up to date with developments in fundraising, data protection and related legislation, and ensure compliance with HMRC Gift Aid legislation, VAT and General Data Protection Regulation.

*Quality Control*

* Ensure that all communications with corporate partners meet their criteria and standard and that they ate reflective of St Martin’s mission and values, and conform to corporate branding standards;
* Ensure the highest level of standards of data capture, in accordance with GDPR, are maintained on Raiser’s Edge, to provide complete, accurate and up-to-date information on all donors and prospects. This includes but is not limited to; information on giving history, relationships, contacts, past proposal submissions, etc.

*Please note that this is not an exhaustive description of responsibilities; aspects of the role may reasonably change over time and the successful candidate is expected to contribute to the development and progression of this role.*

**Knowledge, skills and abilities**

We are looking for an experienced Corporate Fundraising Manager who is enthusiastic and detail-oriented, who is keen to embrace challenges head-on and relishes working in a dynamic environment.

You will have:

* Experience in a previous corporate fundraising or development role;
* Up to date working knowledge of corporate fundraising trends and context;
* Experience working within agreed budgetary constraints, ensuring that expenditure is maintained within budgets, and that income is closely monitored;
* A sound understanding of how churches and charities are run and how your role would fit into that structure;
* Excellent communication skills, both written and verbal, with a flair for stakeholder diplomacy;
* Experience with CRM system(s) and/or fundraising databases;
* Demonstrable track record with corporate prospecting and securing corporate donations, including maintaining long-term with corporate or community supporters;
* Some experience developing and managing events, with the purpose of engaging donors and fundraising, is desirable;
* Good knowledge of relevant computer systems and software packages (e.g. Microsoft Office);
* Integrity, high personal standards and sound judgement; and
* Commitment to wholeheartedly endorse and embrace the ethos and mission of St Martin’s and to live this out in all elements of the role.

**Who we are looking for**

SMITF welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

**How to apply**

To apply for this post, please email the following to[**peopleandculture@smitf.org**](mailto:peopleandculture@smitf.org) by **13/04/2023** with:

* A supporting statement, explaining why you believe you will excel in this role; and
* An up-to-date CV detailing your relevant achievements.

Interviews will be held as suitable applications are received. SMITF reservices the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.