



Position	Fundraising and Events Assistant
Department	St Martin-in-the-Fields Trust
Responsible to	Head of Fundraising and Partnerships
Salary	£27,500 per annum
Location	St Martin-in-the-Fields, Trafalgar Square, WC2N 4HJ
Full-time/Part-time	Full-time, permanent

Role overview To play a vital role in supporting the team as we build and maintain the Trust's income from fundraising activities including but not limited to fundraising events, charity galas, public fundraising and bid applications.

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 its connected entities.

Nature and scope of the job

The Fundraising and Events Assistant will be a crucial member of the St Martin's Trust team, providing hands-on and logistical events support, curating donor stories and actively promoting them as part of our broader campaigns and provide fundraising support to the wider Trust team. Working closely with the Head of Fundraising and Partnerships, the successful candidate will support in increasing income generation through their activities.

You will manage and maintain an existing database of donors, inviting them to events and keeping them updated about initiatives and projects the Trust is supporting. You will also provide administrative and fundraising support across the St Martin's Trust and will demonstrate your dedication to excellent event delivery.

Main duties and responsibilities

- With the support of the Head of Fundraising and Partnerships, develop and implement an annual fundraising calendar;

- Research, identify, approach and manage new contacts with corporate and individual stakeholders to secure long-term partnerships;
- Collate donor stories and use them during fundraising campaigns to provide a compelling narrative for prospective donors to relate to;
- Create and promote action plans for fundraising opportunities and support the team in delivering them;
- Provide hands-on a logistical support for all fundraising events;
- Support data management pre and post event to understand the nature of the donor database and encourage supporters to come to future events; and
- There will be opportunities to invest in your continued professional development by working with your line manager and colleagues and undertaking additional training.

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

You will have:

- Experience in a events and project management is desirable but not essential;
- Up to date working knowledge of charitable fundraising including trends and context;
- Experience working within agreed budgetary constraints;
- 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;
- Outstanding attention to detail and the ability;
- The ability to identify exciting donor stories and tell them in a way which endears support;
- Experience with CRM system(s) and/or fundraising databases;
- 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

St Martin's Trust 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 by Friday 22nd March.

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

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