

## **Job Description: Project Manager (Fundraiser)**

**Location:** Christ Apostolic Church (Bethel) UK

**Reports To:** Church Leadership & Management Team

**Hours:** Full-time (40 hours/week) / Part-time (20 hours/week) – Pro Rota as needed

**Salary:** Circa £35,000 plus incentives

**Contract:** Temporary (3 months initially)

**Start Date:** To be confirmed

### **Overall, Purpose of the Role**

The primary focus for the Project Manager will lead the planning, execution, stakeholder management and delivery of all the church fundraising initiatives, with a strong emphasis on securing grant funding from funding organisations and other sources.

The funds raised will play a crucial role in supporting the future building development redevelopment & regeneration works.

This role is vital to supporting the church's mission by ensuring projects are delivered on time, within budget, and in line with the church's values. The post holder will also play a key role in income generation and stakeholder engagement. Delete to avoid repetition

### **Key Responsibilities**

#### **Fundraising & Income Generation**

- Write and submit compelling grant funding proposals and grant applications.
- Will focus on submission of the above applications to achieving an extremely high success rate
- Design and implement a comprehensive fundraising strategy aligned with project objectives.
- Make suggestions to improve and enhance the current Fundraising Strategy and objectives.
- Identify and pursue diverse funding sources, including grants, trusts, foundations, corporate sponsors, and community donations.
- Build and maintain effective relationships with funders, donors, and supporters.
- Organise and deliver fundraising campaigns and events in collaboration with church members.
- Maintain accurate records of income streams, donor communications, and reporting requirements.
- Will use and utilise their own networks of professionals to enhance the database of contacts for the church and assist in a wider network to guarantee successful applications through grant submissions.

## **Project Management**

- Lead the development and delivery of church and community-based projects.
- Oversee day-to-day project operations, ensuring alignment with strategic goals.
- Coordinate project teams, including staff, volunteers, contractors, and external partners.
- Monitor progress, track key milestones, and report outcomes to the Church Leadership Team and Board of Trustees.
- Ensure compliance with safeguarding protocols, charity regulations, and relevant legislation.
- Take ownership of project budgets, ensuring financial accountability, effective allocation, and regular reporting.

## **Stakeholder Engagement (Fundraising)**

- Serve as a primary contact for stakeholders involved in Fundraising delivery including its various initiatives.
- Work in close partnership with the management team
- Present reports monthly to the management team on progress of fundraising
- Prepare and present reports, updates, and promotional materials to both internal and external audiences.
- Engage with local agencies, partner organisations, and community groups to foster collaboration and support.
- Ability to work within a pattern that delivers results through Key result areas (KRA's) and Key performance Indicators (KPI's). These will be mutually agreed by all parties.