



St Anne's Limehouse

Hawksmoor 300: A landmark for Limehouse

JOB TITLE:	Institutional Fundraising Officer – Full/Time (37.5 hours a week)
DURATION:	One year Contract (Possibility to extend)
RESPONSIBLE TO:	Campaign Director
SALARY:	£36,000 pa – inclusive of oncosts

About St. Anne's Limehouse

St. Anne's Limehouse is embarking upon a major new chapter in its remarkable history as it moves towards its tercentenary celebrations in 2030. The Church is a landmark building in the area, and its high and imposing Tower was designed to be visible some distance away by ships in the local docks and from the Thames. It is extremely important in the context of our built heritage whilst also being a vitally important anchor in Limehouse's history, religious life, and secular community.

St Anne's Church is Grade I listed and was completed in 1730 to the designs of architect Nicholas Hawksmoor - one of the most significant church buildings in the UK, it is considered an epitome of the English baroque movement.

The building is currently on Historic England's Buildings at Risk Register because of its poor conditions and chronic unresolved problems. The PCC wishes to address the building's problems once and for all, and believes comprehensive capital improvements will be the catalyst for sustainable change. Informed by recent audience research, these changes will transform how the local community engage with and experience the Church. The project is therefore seen as a major opportunity to capture wider audiences, to break down cultural barriers and deepen social cohesion.

Executive Summary

To enable us to work towards an anticipated Delivery Grant of £3.5m by the National Lottery Heritage Fund (NLHF), St Anne's has been awarded a Development Grant in excess £600,000. The role of the Project Institutional Fundraising Officer is to make compelling funding applications and bids to national and international organisations, including Trusts & Foundations, Statutory sources, and funding councils and corporations that support ecclesiastical, heritage and regeneration projects.

The postholder will report to the Campaign Director. S/he will demonstrate good understanding and experience in fundraising for heritage projects, and has an excellent track record in meeting deadlines and income targets.

Key Tasks

- Research and identify potential funders, research funder guidelines and create a robust programme of high-quality monthly submissions of grant applications and bids based on the funding ratio of 3:1, in order to meet/exceed income target
- Represent the vision and strategic objectives of St Anne's capital campaign to funders, prospect supporters, and in relevant forums, events, and seminars both in-person and online
- Develop compelling funding proposals

- Maintain an up-to-date and accurate record of all submissions and funding communications
- Work closely with and report regularly to the Campaign Director, the Campaign Board, and project staff and volunteers
- Furnish the Fundraising Appeal Board including minute-taking, agenda-preparing, recording, and documentation.
- Thank funders promptly and ensure that they receive regular progress reports and updates as required
- Meet and engage with supporters to inspire them with St Anne's work and potential to create lasting change

Person Specification

- Strong identification with the mission and objectives of St Anne's capital campaign
- At least three years' fundraising experience from Trusts & Foundations, Statutory sources and other funding institutions in Heritage, Regeneration and Ecclesiastical sectors
- Demonstrable success of writing robust proposals, managing relationships with funders and securing five- six figure grants
- Excellent written and verbal communication skills with good copy writing and proof-reading ability
- Exceptional interpersonal skills with the ability to connect with people from all walks of life, backgrounds and cultures
- Experience of preparing and presenting budgets and ability to interpret charitable financial accounts in proposals
- Experience of researching, identifying, and engaging new prospects
- Highly organised and efficient at managing own time and workload with an ability to meet income targets and tight deadlines
- Excellent IT skills with a good working knowledge of MS Office programmes

How to Apply

Please apply by providing a copy of your CV and a letter of application to hawksmoor300limehouse@gmail.com stating how your skills match the job requirements and what you'd bring to the post.

The deadline for the receipt of applications is **Friday 25 August 2023**.

Interviews will take place on **5th & 6th September 2023**.