



# Head of Fundraising

## Job Description

June 2026

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**Job Title:** Head of Fundraising

**Purpose:** Develop and implement a new comprehensive fundraising strategy to secure donations from major donors, trusts, foundations, and corporations, with an even split of time going towards Vineyard Churches UK & Ireland and Vineyard Global

**Reporting to:** Mark Crosby, National Coordinator, and working closely with Jane Hempenius, Vineyard Global Operations Leader.

**Terms:** Full-time. This job description should be viewed in conjunction with a contract of employment (for terms of employment)

**Salary:** £45,000 - £60,000 per annum, based on experience

**Location:** Remote role, with the expectation to be in the VCUKI Cardiff office 2 days a month.

### Overall Responsibilities

**Role Overview:** The Head of Fundraising will be responsible for developing and implementing a new comprehensive fundraising strategy to secure donations from major donors, trusts, foundations, and corporations. They will work closely with movement leaders and support staff to maximise fundraising opportunities and build long-term relationships with donors. Over time, it is envisaged that the post-holder will build a team to assist in key aspects of the role.

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## Key Responsibilities:

### Strategy and Planning:

- Research, write, and project manage fundraising applications to new and existing trusts and grant bodies.
- Write a compelling 'case for support' document, articulating VCUKI's and Vineyard Global's mission, impact, goals, key stories, financial information and funding needs.
- Develop compelling funding proposals and pitch decks for major donors and corporates.
- Organise fundraising campaigns to engage and attract donors.
- Undertake a network mapping exercise with senior leaders and pastors across the VCUKI movement.
- Manage donor communications and maintain a database of donor information.
- Collaborate with the VCUKI Communications Team to create marketing and promotional materials for fundraising initiatives.
- Provide training and support to volunteers involved in fundraising activities.
- Keep abreast of changes in market practices and trends in charitable giving both nationally and internationally.
- Input into national offerings and follow-up communications.

### Development

- Develop and execute robust fundraising strategies to raise income in line with set targets, utilising digital tools such as CRM systems and data skill sets.
- Advise senior leadership on fundraising and appeal strategies.

### Fundraising and Communications

- Grow and sustain income across multiple fundraising streams, including individual giving, major giving, grant-making trusts, legacy fundraising and appeals.
- Make and assist with presentations about VCUKI and Vineyard Global to potential and current donors.
- Cultivate and maintain strong relationships with all donors (current and potential) and grant-making trusts, ensuring ongoing support is appropriately recognised.
- Work alongside the communications team to ensure VCUKI and Vineyard Global is 'heard', particularly during fundraising campaigns throughout the year.
- Produce comprehensive reports, including stewardship reports for donors, regular reports for trusts and foundations, and internal reports on KPIs for senior leaders.

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The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of Vineyard Churches and Vineyard Global. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

### **Occupational Requirement**

As this role will require the successful applicant to promote the Christian values of the Vineyard church movement and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian, who regularly attends Sunday church services and can agree with the VCUKI Statement of Faith and Ethos Statement.

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## PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	Graduate-level education or equivalent experience in a relevant field (e.g., fundraising, marketing, communications, business).	Membership or certification with a professional fundraising body (e.g., Chartered Institute of Fundraising).	Application
<b>SKILLS/ABILITIES</b>	Proven track record of delivering income against agreed targets and timescales for national projects.	Familiarity with digital fundraising tools and AI-assisted donor research	Application Reference
	Exceptional written and verbal communication skills, particularly in preparing compelling funding proposals.	Excellent report writing skill for a range of different stakeholders	Application Interview
	Ability to work on own initiative as well as part of team. To be able to anticipate challenges in the workplace and be ready to meet them.	Able to display patience, resilience, and optimism in the face of periodic pressure.	Application Interview
	Excellent networking skills with the ability to build and sustain relationships with donors and stakeholders.		Application Interview
	Highly organised with a track record of successfully working to deadlines and prioritising tasks.	Creativity in developing innovative fundraising ideas or campaigns.	Application Interview
	Strong project management skills, with the ability to deliver initiatives on time and within budget.	Proven project management skills in fundraising within a faith-based or Christian organisation.	Application Interview Reference
	Proven ability to think strategically and to prepare and implement strategy.		Application Interview
	Able to influence and persuade a wide range of stakeholders and facilitate strong relationships with people inside and outside of the charity.		Application, Interview
<b>WORK EXPERIENCE</b>	Experience in managing major donor relationships.	Demonstrated success in securing significant donations and grants.	Application Interview
	Extensive experience of grant-making trust applications.	Experience in organising donor events or campaigns.	Application Interview
	Experience in the (Fundraising) charitable sector, with the ability to be self-motivated, and a proactive approach to problem-solving.	Experience in fundraising within a faith-based or Christian organisation.	Application Interview Reference
	Experience with legacy fundraising.		Application Interview
	Experience in developing and implementing comprehensive fundraising strategies.		Application Interview
<b>KNOWLEDGE</b>	Familiarity with legal frameworks relevant to fundraising and charity work, particularly within a Christian context (e.g., Gift Aid, GDPR, and ethical fundraising practices).		Application Interview
	Understanding of the wider nonprofit and church funding landscape in the UK and Ireland.	Applied knowledge and experience in fundraising within a Christian organisation.	Application Interview

<b>SPECIAL FACTORS RELEVANT TO THE POST (Occupational Requirements)</b>	To agree with the Vineyard 'Statement of Faith' and work with those parameters.	Availability to attend movement-related or donor-related events (sometimes during evenings or weekends) and travel to meet stakeholders.	Application Interview
	To have a lifestyle that reflects the Christian beliefs and practises of the Vineyard Church.	A commitment to the advancement of the Kingdom of God through the work of local Vineyard churches, as this role contributes directly to funding initiatives that support the mission.	References
	A strong understanding of the Christian faith and the ability to represent and articulate the values of the Vineyard movement to donors and stakeholders.		Interview