



Employing Professional Help

For very large projects, you may wish to consider employing professional fundraising consultants to help you meet your funding target. However, as professional consultants will charge for their work (often on a % of the funds raised), it is important to make sure that you research this option thoroughly and are comfortable that the expenditure will be justifiable. You should go through a 'tendering process' to help ensure that you employ the right person and give them the right brief.

You may find the following process helpful:

1. Decide exactly what you want the consultant to do and write a brief. Be specific, with concrete targets and deadlines.
2. Identify a small number of consultants to approach. Ask other parishes or your diocese for feedback on consultants they have used before.
3. Make initial contact and request details of previous work and experience.
4. Set up an initial meeting where you can explore the prospective fit.
5. At that meeting, talk through your brief, and invite the consultant(s) to submit a proposal / tender. You should ask the consultant to present their credentials and background including experience of similar work and how successful they were.
6. If you decide to appoint a consultant, make sure that you are clear on the fee structure and terms, including expenses, length of contract, termination of contract, method and dates of payment. It is a good idea to agree some review milestones during the project.