



# FUNDRAISING MANAGER

## Job Description

<b>Job Title</b>	Fundraising Manager
<b>Department</b>	Department of Support and Administrative Services
<b>Accountable To</b>	Chief Operating Officer
<b>Reports To</b>	Chief Operating Officer
<b>Salary</b>	£45 - £48k depending on experience
<b>Number of Reports</b>	none initially, but potential for growth based on strategic needs
<b>Contract Type</b>	Permanent, Full Time
<b>Hours of Work</b>	37.5 hours per week
<b>Location</b>	St Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA
<b>Travel Requirement</b>	Must be able to travel across the Diocese, including the Channel Islands
<b>Hybrid/Flexible Working</b>	By agreement with the line manager. Core hours in office to be confirmed on appointment. Some out-of-office hours may be required on an ad hoc basis.



## 1. Overall Job Purpose

The Fundraising Manager is responsible for developing and implementing effective fundraising strategies to support the Diocese's mission, including stewardship of major campaigns, identifying and securing grant funding, promoting digital and online giving, and fostering local fundraising initiatives in parishes. The role is pivotal in enabling parishes and the Diocese to serve their communities effectively while ensuring alignment with the Catholic Church's teachings and values.

The postholder will work closely with the Chief Operating Officer and senior team to support the Diocesan 10-year Mission Plan, "[You Will Be My Witnesses](#)."

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## 2. Key Internal and External Relationships

- Chief Operating Officer
  - Parish Priests and Administrators
  - Finance Department
  - Estates department
  - Caritas and Bamenda leads
  - Communications Manager
  - Grant-making bodies and major donors
  - Fundraising teams in parishes
  - Diocesan Data Protection Officer
  - Catholic Dioceses of England and Wales Fundraising Network
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## 3. Main Duties

### Fundraising Strategy and Campaigns

- Develop and implement a comprehensive fundraising strategy to meet agreed targets, including stewardship of recent and existing major campaigns.
- Collaborate with the Finance Department to ensure alignment of fundraising activities with financial goals and accountability and with the Estates team to align with Estates Strategy and priorities.
- Identify and secure grant funding opportunities, including preparation of high-quality applications and maintaining relationships with funders.

- Work with parishes to design and deliver local stewardship campaigns, ensuring consistency in messaging and impact.
- Procure and deliver a user-friendly CRM platform, working with other teams to ensure that solution is fully optimised.

### **Digital and Online Giving**

Support parishes in growing regular and ad hoc online donations by:

- Develop and promote digital giving solutions across parishes, providing training and support for implementation.
- Expand online giving platforms to increase accessibility and engagement.

### **Stewardship and Reporting**

- Foster a culture of stewardship across the Diocese, emphasizing shared responsibility and accountability.
- Provide regular updates and high-quality reports which are driven by defined Key performance Indicators, on fundraising performance and initiatives to senior management and Trustees.

### **Parish Support and Capacity Building**

- Support parishes with the tools, training, guidance and where necessary practical assistance for successful local fundraising initiatives.
- Facilitate workshops and support sessions for parish fundraising committees.

### **Collaboration and Communication**

- Work closely with the Communications Manager and Communications team to ensure fundraising messages are aligned with Diocesan values and the Mission Plan.
- Share compelling stories of impact across the Diocese to encourage participation and giving.
- Build and maintain strong positive working relationships across the DSAS and wider Diocese to support the successful delivery of fundraising objectives

### **Meeting Attendance and Reporting**

- Attend meetings of the Finance Audit and Risk Committee and any other meetings required, to provide briefings, regular written reports and seek approvals as needed from the Board of Trustees about Fundraising related matters.
- Attend in person meetings in parishes across the Diocese as required.
- Professional approach to Online meetings.

## **Governance and Compliance**

- Ensure all fundraising activities comply with relevant current legislation, including data protection, gift aid regulations, and fundraising codes of practice.
- Develop and implement policies and procedures to uphold high standards of fundraising governance across the Diocese.
- Monitor compliance with statutory and regulatory requirements, providing training and guidance to employees and parishes where necessary.
- Maintain accurate records of fundraising activities, donations, and grants, ensuring transparency and accountability.
- Advise senior leaders on legal and ethical implications of fundraising practices, contributing to the Diocese's reputation for integrity and professionalism.

## **Ad Hoc Duties**

- Carry out additional duties as requested by line manager.
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## **4. Values**

- Maintain the ethos and values of the Catholic Church, positively promoting its teachings and activities.
  - Role model the Diocese's core values of integrity, dignity, excellence, accountability, and stewardship.
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## Person Specification

<b>Competence, Expertise and Knowledge:</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Degree level education</li> <li>• Proven track record of delivering significant fundraising results in the charity sector, with demonstrable experience of achieving and exceeding financial targets.</li> <li>• Experience and aptitude for detailed project planning and record keeping.</li> <li>• Strong commitment to the mission and values of the Catholic Church.</li> <li>• Experience in grant writing and securing substantial funding.</li> <li>• Numerate, with outstanding writing and presentation skills.</li> <li>• Strong influencing skills, capable of working collaboratively with a diverse range of stakeholders.</li> <li>• Self-motivated, hardworking, and able to manage multiple priorities effectively.</li> <li>• Demonstrable experience in building and sustaining relationships with donors and stakeholders.</li> <li>• Competent in use of Microsoft office and CRM platforms.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Formal degree level qualification relevant to sector</li> <li>• Familiarity with digital giving platforms and tools.</li> <li>• Experience in training and capacity-building initiatives.</li> <li>• Membership of relevant professional bodies (e.g., Chartered Institute of Fundraising).</li> </ul>

## How to Apply

**For an informal discussion with the Chief Operating Officer about this role please contact [hr@portsmouthdiocese.org.uk](mailto:hr@portsmouthdiocese.org.uk)**

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk) Please state 'Fundraising Manager' in the subject line of your email.

**Closing date for applications:** 0900 Friday 31<sup>st</sup> January 2025

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.