

FUNDRAISING MANAGER

Job Description:

Location:	St Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA
Salary:	£40,000-£ 48,000 depending on experience
Contract Type:	Full-time 37.5 hours per week
Reports to:	Chief Operating Officer
Direct Reports:	None

Role Purpose

The Fundraising Manager is responsible for developing and implementing effective fundraising strategies to support the Diocese's mission. This includes stewarding major campaigns, securing grant funding, promoting digital and online giving, implementing a CRM system, ensuring compliance with legal and regulatory requirements, and fostering local fundraising initiatives in parishes.

This role will support the financial sustainability of the Diocese, enabling parishes and the wider faith community to serve their people effectively, while ensuring alignment with Catholic teaching and values.

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



Key Responsibilities:

1. Fundraising Strategy and Campaigns

- Develop and implement a comprehensive fundraising strategy to meet agreed financial targets.
- Oversee and manage significant fundraising campaigns, ensuring their effective delivery and long-term sustainability.
- Work closely with the Finance Department to align fundraising efforts with financial objectives, ensuring transparency and accountability.
- Identify and secure grant funding opportunities, including the preparation of high-quality applications and maintaining relationships with funders.
- Support parishes in designing and delivering local stewardship campaigns, ensuring consistency in messaging and impact.
- Procure and implement an appropriate CRM system, working with key stakeholders to ensure effective donor management and fundraising efficiency.

2. Digital and Online Giving

- Support parishes in growing regular and ad hoc online donations by:
 - Developing and promoting digital giving solutions across parishes, including training and implementation support.
 - Expanding online giving platforms to improve accessibility and donor engagement.

3. Donor Relationships and Stewardship

- Develop and maintain strong relationships with key donors, including major benefactors, grant funders, and parish-level supporters.
- Implement donor stewardship strategies to retain and grow the donor base through regular communication, engagement opportunities, and recognition initiatives.
- Foster a culture of stewardship across the Diocese communicating the difference it makes.
- Provide regular updates and high-quality reports, driven by Key Performance Indicators (KPIs), on fundraising performance and initiatives.
- Report on fundraising outcomes to senior management and the Board of Trustees, ensuring alignment with the Diocese's mission and strategic priorities.

4. Parish Support and Capacity Building

- Equip parishes with tools, training, guidance, and hands-on support to run successful local fundraising initiatives.
- Facilitate workshops and support sessions for parish fundraising committees, helping them develop sustainable funding strategies.
- Support the promotion and coordination of Second Collections across the Diocese for key causes, ensuring that parishes are well-equipped with:
- Clear guidance on collection dates and processes.
- Good-quality promotional materials (posters, leaflets, digital assets) to help communicate the impact of these collections.
- Regular updates on fundraising results to encourage participation and engagement.

5. Compliance, Policy Development, and Governance

- Develop and implement fundraising policies and procedures to ensure compliance with legal, regulatory, and ethical standards.
- Stay up to date with fundraising laws and best practices, ensuring all activities meet Charity Commission, GDPR, and financial regulations.
- Ensure that data protection regulations are upheld in all fundraising activities, particularly regarding donor records and CRM management.

6. Collaboration and Communication

- Work closely with the Communications Manager to ensure that fundraising messages align with Diocesan values and the Mission Plan.
- Share compelling impact stories to inspire and encourage giving across the Diocese.

7. Meeting Attendance and Reporting

- Attend meetings of the Finance, Audit, and Risk Committee, providing updates on fundraising activities and seeking necessary approvals.
- Participate in parish meetings across the Diocese as required, offering fundraising guidance and support.
- Maintain a professional approach to both in-person and online meetings.

8. Ad Hoc Duties

- Carry out additional duties as requested by the line manager, ensuring flexibility and responsiveness to emerging needs.

Fundraising Manager - Person Specification

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

How to Apply

Please send a comprehensive and up to date Curriculum Vitae 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 Please state 'Fundraising Manager' in the subject line of your email.

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

The closing date for applications is Saturday 3rd May 2025, at 6.00 pm.

Interview Details

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

This position is subject to the completion of an initial probationary period of six months.