



FUNDRAISING MANAGER

Location: St Edmund House, Portsmouth some flexible working considered.

Hours: Full-time, Monday to Friday (with occasional out-of-hours work required)

Salary: £45-£48k depending on experience

Are you a **highly motivated and dedicated** Fundraising professional looking for a role where your skills can make a real difference? The Catholic Diocese of Portsmouth is seeking a **Fundraising Manager** to attract grants and donations from a variety of different sources, ensuring that annual voluntary income targets are met and that all fundraising activity across our Diocese is safe, legal and compliant.

About the Diocese:

The Catholic Diocese of Portsmouth comprises 88 parishes, including the Channel Islands, Rooted in the teachings of the Roman Catholic Faith, our mission is to bring people closer to Jesus Christ through His Church and to highlight the inspiring work of our parish communities in sharing the Gospel and building God's Kingdom. We have recently launched our Ten-Year Mission Plan **You Will be My Witnesses** which will shape the diocese over the next decade.



The Role:

As Fundraising Manager, you will report to the Diocesan Chief Operating Officer.

- Deliver and implement a comprehensive Fundraising Strategy to meet agreed targets, including exemplary stewardship of recent and existing fundraising campaigns.
 - Identify and secure grant funding opportunities, including producing high quality grant applications and maintaining relationships with funders.
 - Procure and roll out a user-friendly CRM system, working with other teams to ensure the preferred solution is fully optimised.
 - Expand online giving platforms to increase accessibility and engagement.
 - Foster a culture of stewardship across the Diocese, emphasising shared responsibility and accountability.
 - Create individualised stewardship plans for Major Donors, briefing and involving the Bishop and senior staff and clergy in cultivating prospects and stewarding existing high net worth individual donors.
 - Build and maintain strong positive working relationships across departments and the wider Diocese to support the successful delivery of fundraising objectives
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About You:

You are:

- Highly Motivated and Committed with a passion for your work, you are hardworking and driven to achieve excellence.
 - Experience across a range of income streams with a strong track record in professional fundraising, ideally in a charity setting.
 - Proven track record of delivering financial results in a busy complex organisation.
 - Persuasive oral and written communicator.
 - You build trust quickly, are highly adaptable, and thrive as a strong team player. You can equally work independently, meet deadlines, and manage competing priorities effectively.
 - Fluency with CRM databases, data protection and GDPR.
 - You understand the values, ethos, and practices of the Roman Catholic faith and are committed to upholding them in your work.
 - You can handle challenges with grace and flexibility in a busy environment.
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Requirements:

- Significant professional fundraising experience, especially in building a high-performing fundraising team from scratch.
- Experience in meeting and exceeding stretching annual financial targets.

- Understanding of the Code of Fundraising Practice.
- Educated to degree level or equivalent.
- Knowledge of the Roman Catholic Church and its ethos.
- Willingness to travel across the Diocese (driving licence essential) and occasionally work out of hours.

What We Offer:

- An important and exciting opportunity to support the mission of the Church, helping to bring people closer to Jesus Christ and supporting the transformation and renewal of our parish communities.
- A supportive and collaborative working environment.
- Competitive salary based on experience.
- If you are passionate about using your fundraising expertise to advance the mission of the Catholic Church, we want to hear from you.

Please request a job description at hr@portsmouthdiocese.org.uk or visit our website [Careers - Catholic Diocese of Portsmouth](#).

How to Apply:

For an informal discussion with the Chief Operating Officer please contact HR at hr@portsmouthdiocese.org.uk.

Please send your CV and a covering letter outlining your suitability for the role and motivation for applying to recruitment@portsmouthdiocese.org.uk with 'Fundraising Manager' in the subject line.

Closing date for applications: 0900 Friday 31st 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.



www.portsmouthdiocese.org.uk

Bringing people closer to Jesus Christ through His Church

Registration number: England Registered Charity No. 1199568, Jersey Registered Charity No. 457 and Guernsey Registered Charity No. CH263