



## **Fundraising Manager**

Jesuit Missions (JM) is the international mission and development organisation of the Jesuits in Britain. For over 60 years, we have worked with communities in some of the poorest countries in the world. While closely associated with Guyana in South America, India, South Africa and Zimbabwe, our focus today extends to the wider world where more than 14,000 Jesuits and thousands more lay colleagues are working.

JM has four principal activities through which we seek to achieve our mission:

- Grant-giving for community projects in the global south
- Education for justice in parishes, schools and communities in Britain
- Advocating in Britain and globally for a more just world
- Responding to humanitarian emergencies

### **Main purpose of the role**

The Fundraising Manager will oversee our fundraising strategy and line manage the Supporter Care and Engagement Officer who manages the CRM database (Raiser's Edge NXT). S/he will develop existing income streams, consider new ones and strengthen stakeholder and supporter relationships. S/he will work closely with other team members to review and implement our fundraising strategy in line with our Strategic goals.

### **Context**

For more than 60 years, Jesuit Missions (JM) has been the principal organisation of the Jesuits in Britain working to support its international commitments. The influence of British Jesuits extends widely across the globe. Jesuit Missions promotes the mission of the Jesuits "to serve the faith through the promotion of justice."

JM also plays an important role in Jesuit global networks including the Xavier Network (<https://xavier.network/>). These connections enable JM to contribute something distinctive in an international context.

JM supports many exciting programmes in low income countries including:

- An initiative in India led by the Jesuits helping 300,000 people to access their basic rights
- An environmental programme in Madagascar including a commitment to advocacy
- Assisting the Jesuits in South Sudan, one of the poorest countries in the world, to educate teachers and train young people to secure employment

### **The person**

The ideal candidate will have several years fundraising' experience, particularly of increasing income and cultivating supporters. You will be enthusiastic, innovative and able to use your initiative to help us realise a variety of untapped direct marketing / fundraising opportunities.

For the right candidate, this role presents an opportunity for a rising fundraising star to build on their experience and make their mark on a great cause.

### **Overall purpose of the job:**

To develop and implement our fundraising strategy by contributing to agreed objectives, income targets and other key performance indicators within the timeframe and budget specified. Our ultimate purpose in JM is to help vulnerable people to live in dignity and to achieve their potential.

Location: Wimbledon, London or remotely  
 Reporting to: Director  
 Status: Permanent: 37.5 hours per week  
 Terms: Salary: c.£38-43,000 depending on skills and experience  
 Hybrid/remote working will be considered.  
 Holiday: 33 days including Bank Holidays  
 Pension: 7.5 % employer contribution

**Key responsibilities:**

1. Play a leading role in the development of JM's fundraising strategy and the delivery of direct marketing, telemarketing and online campaigns to generate cash, regular giving and Gift Aid.
2. Plan, research and implement all aspects of direct marketing aimed at acquiring and retaining new and existing supporters.
3. To ensure consistent and inspiring communications to our supporters including a comprehensive "supporter journey".
4. To research, write and submit targeted Trust applications and report on grants awarded.
5. To develop a legacy programme, promote legacy giving and look after pledgers.
6. To have oversight of the in-house CRM database (Raiser's Edge NXT) and line manage the Supporter Care and Engagement Officer in line with agreed policies and procedures.
7. To assist and promote JM's presence at fundraising and other events.
8. To manage relationships with external agencies and suppliers to ensure the effective and timely delivery of services/materials/campaigns.
9. To ensure accurate and up to date fundraising information is maintained on the JM website and via social media.
10. Regularly monitor and evaluate direct marketing campaigns, Trust fundraising, digital giving and legacy fundraising, provide results and feed the learning back into the organisation.
11. To keep abreast of key issues and best practice within the direct marketing/fundraising sector.
12. Ensure fundraising practices and materials comply with GDPR, the Data Protection Act and the Code of Fundraising practise.
13. Undertake additional duties as requested.

**Person Specification (E = essential)**

**Core competency**

**Related skills, knowledge and behaviours**

**Fundraising**

- Several years' experience of fundraising including direct marketing, planning and executing supporter development campaigns, recruiting and retaining new supporters (E)
- Experience of writing fundraising materials (E)
- Experience of commissioning print and design
- Experience of writing Trust applications
- Experience of legacy fundraising and administration
- Experience of digital fundraising
- Familiarity with regulatory requirements (E)

**Teamwork**

- Ability to establish good working relationships with colleagues, suppliers and stakeholders (E)
- Helpful, courteous and patient (E)
- Great listening skills (E)

<b>Core competency</b>	<b>Related skills, knowledge and behaviours</b>
<b>Managing resources</b>	<ul style="list-style-type: none"> <li>• Experience of monitoring, evaluating, analysing data (E)</li> <li>• Experience of setting, and working to achieve challenging KPIs (E)</li> <li>• Tightly control budgets</li> </ul>
<b>Commitment to values</b>	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to Jesuit Missions' Vision, Mission and Values and sympathy with Catholic Social Teaching (for more information see <a href="#">here</a>) (E)</li> </ul>
<b>Managing yourself</b>	<ul style="list-style-type: none"> <li>• Ability to take decisions with a clear rationale</li> <li>• Self-motivated with an ability to use initiative (E)</li> <li>• Ability to organise and prioritise work to ensure delivery of a quality service (E)</li> <li>• Pays close attention to detail. (E)</li> <li>• Clear, precise written and oral communication skills (E)</li> </ul>
<b>Embracing change</b>	<ul style="list-style-type: none"> <li>• Ability to contribute and accept new ideas (E)</li> <li>• Ability to adapt to respond to urgent needs (E)</li> <li>• Demonstrate an understanding of the 'big picture' and act accordingly</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Strong IT skills including an understanding of CRM databases e.g. Raiser's Edge NXT (E)</li> <li>• Able to provide excellent supporter service (E)</li> <li>• Degree or equivalent qualification</li> <li>• GCSE or equivalent Maths and English</li> </ul>

**For an informal conversation about the role, please contact Paul Chitnis, Director on 0208 946 0466.**

To apply:

1. Please send an up-to-date CV along with a covering letter outlining why you are the best person for the role bearing in mind the job description.
2. Include the names and contact details of two referees one of whom should be your latest employer. References will not be taken up without your permission.  
**Please note that applications which fail to do this will not be considered.**
3. Only applications from UK citizens or those with the right to work in the UK will be considered.
4. Applications should be marked "Fundraising Manager application" and emailed to [info@jesuitmissions.org.uk](mailto:info@jesuitmissions.org.uk)

**Closing date: 27 June 2024**

**First online interviews: 2 July 2024**

Please note we may close this vacancy earlier if we receive enough suitable applications.

For more information about Jesuit Missions visit [www.jesuitmissions.org.uk](http://www.jesuitmissions.org.uk)

Jesuit Missions, 11 Edge Hill, Wimbledon, London, SW19 4LR

Registered Charity Number: 260135

