



Diocese of Westminster

OFFICE OF FUNDRAISING & STEWARDSHIP

Job Title: Major Donor Manager

Location: Vaughan House, Victoria, London

Reports to: Assistant Director of Development

Direct reports: Currently none, but there is a planned expansion of the team

Outline of role: Working with the Development Office, Catholic lay leaders and a fundraising board to manage relationships with major donors, as the Diocese develops a culture of major gifts fundraising.

Over the coming five years, this role will be pivotal in building a revenue income programme from major donors of c.£5 million per year, as well as working with specific project leaders in the coming years to help secure funding for capital appeals that may be envisioned.

Major duties and Responsibilities:

Working closely with the Assistant Director of Development, the Major Donor Manager will:

1. Identify and engage cold prospects to achieve the targeted income of c.£5 million per year; 200 prospects have already been identified
2. Cultivate these prospects to the point where they are ready to be asked for a significant and transformative gift
3. Work closely with prospect researchers to build an understanding of prospective donors, maximising pipeline opportunities, particularly through peer-led approaches
4. Work with our fundraising advisory group of existing donors, led by one of the diocesan bishops; if productive, this may lead to recruiting a more formal fundraising board
5. Develop prospecting groups, case testing sessions and other small engagement events on a monthly basis to deliver against the prospect pipeline envisaged in the fundraising strategy
6. Coordinate fundraising approaches to donors, including those approaches which will be best led by volunteer lay gatekeepers or parish priests
7. Manage a portfolio of donors and prospects, coordinating the portfolios managed by the Director of Fundraising, Assistant Director and future team members
8. Ensure that the fundraising database and financial reporting meets the needs of a national charity; we are currently tendering for a new CRM system to be implemented during 2021
9. Manage our donor stewardship activity, working closely with colleagues and freelance creatives to produce cultivation materials
10. Abide by current fundraising or charity legislation and the codes of conduct and practice issued by the Chartered Institute of Fundraising and the Fundraising Regulator
11. Ensure fundraising compliance with Data Protection legislation
12. Help the wider fundraising team with events, annual appeals and the creation of feedback-led communications to donors and parishes
13. Perform any other duties consistent with the role and/or reasonably required by your line manager

Person Specification: Major Donor Manager

Contract type: Permanent

Salary: £45,000 per annum

Hours of work: 35 hours per week. (Core office hours are 9am to 5pm, Monday to Friday, with a 1-hour lunch break. However, major donor work will require evening and occasional weekend so there is flexibility on working hours.)

This will initially be a home working role, with occasional travel to the office or to meet with donors. This will be via a remote desktop login, giving access to Microsoft Office and other software, with meetings and conversations often conducted using Microsoft Teams or Zoom.

Competencies and experience

Essential:

- Significant, proven capital or major donor fundraising experience, raising gifts of between £50,000 and £500,000 spread over several years
- Able to personally ask for large gifts and supporting lay leadership and fundraising board members in soliciting large gifts
- Experience of managing complex supporter or client relationships, meeting their needs and coordinating collaboration with colleagues
- Experience of building relationships to maximise engagement and potential support
- Experience of working on multiple projects at any one time, requiring determination and focus to complete in accordance with deadlines
- Local and national fundraising experience; however, we will not exclude candidates from other backgrounds especially if this involves working closely with high net worth individuals in other careers
- Experience of using a CRM database
- Keen sense of discretion and tact, and comfortable handling confidential and sensitive information
- Highly proficient in spoken and written English
- Ability to develop strong working relationships with colleagues and external stakeholders at all levels
- A good understanding of Gift Aid
- A good understanding of GDPR data protection regulations, especially in relation to fundraising
- A good understanding of the Code of Fundraising Practice
- Awareness of and appreciation for the Catholic Church and its teachings

Desirable:

- Prospect Research experience
- Working personally with influential and wealthy volunteer leaders
- Managing volunteer fundraising boards or groups
- Trusts and Corporate fundraising experience
- Familiarity with faith-based fundraising but not necessarily in a Catholic context
- Familiarity with a parish setting, including clergy roles and those of parish staff and volunteers

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools, it would be out of step if we did not hold similar values.

We believe that for us to succeed, we must be person centred and place human dignity at our core of what we do. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools, we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistent excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious, disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it, and be relied upon to be competent, reliable & honest.

Last updated: 24 May 2021