



Job Profile	Cathedral Fundraising Manager
Department / Parish / Agency	Westminster Cathedral
Reporting to	The Cathedral Dean
Cost Centre	Westminster Cathedral
Location / Address	Clergy House, 42 Francis Street, London SW1P 1QW
Contract type	Permanent
Hours	Full-time (35 hours a week) – although part time hours will also be considered. <i>Core office hours are 9am to 5pm, Monday to Friday, with a 1-hour unpaid lunch break. Some regional travel and the occasional weekend and evening work are required, for which time off in lieu is offered.</i> <i>While the preference would be for the successful candidate to work full-time in the office, a hybrid working arrangement would be considered.</i>
Salary	c. £50,000 depending on experience
Job Reference	708-ADMWCA

Job Purpose:

We are looking for an experienced and enthusiastic Fundraising Manager to lead the Cathedral Fundraising Team. You will work in conjunction with senior Cathedral Leadership Team to raise funds for the Cathedral, and will be responsible for managing the Cathedral Fundraising Officer. Working as part of a small team, you will have a particular focus on building excellent relationships with major donors and leading funders for a variety of projects. You will have an innovative, ambitious, donor-centric approach to fundraising, with a particular focus on major gifts and legacies, and work on securing leadership level gifts and pledges for The Cathedral Choral Foundation, to support its world-famous choir. As these are priority areas for the Cathedral, you will need strong knowledge of high value major gifts principles and bring hands-on experience to the role.

You will have demonstrated experience of securing 5 and 6 figure gifts. You will also understand the importance of prospect research and moves management. The job will require working closely with colleagues across the Cathedral, members of the Cathedral Parish Finance Committee, as well as with the wider diocesan fundraising team.

Principal duties and responsibilities

Reporting to the Cathedral Dean (in charge of the Cathedral), but working closely with the Diocesan Fundraising Team and the Cathedral Fundraising Officer, other clergy, staff and volunteers on a day-to-day basis, the Cathedral Fundraising Manager will:

1. Grow the Cathedral's annual major gift income;
2. Grow the Cathedral's annual legacy income;
3. Grow the Cathedral's annual grants income, in collaboration with the Diocesan Trusts and Foundations Manager and the Cathedral Fundraising Officer;
4. Agree what the key Cathedral fundraising targets and priorities are with the Cathedral Dean and review these regularly;
5. Secure major gifts of 5 and 6 figures for the Choral Foundation as well as other Cathedral projects and priorities, as determined in discussion with Cathedral Leadership;
6. Develop and carry out effective strategies for engaging with major donors, legacy pledgers and trusts and foundations;

7. Develop and maintain relationships with major donors, grant funders and legacy pledgers, as well as work on increasing the number of major donors and legacy pledgers using research, effective communications, face-to-face meetings and events;
8. Develop strong cases for support to engage donors;
9. Monitor and evaluate Cathedral fundraising activity against agreed KPIs;
10. Liaise with the Cathedral Fundraising Officer to ensure that all activity and contact with donors is accurately reflected in the fundraising CRM database (Donorfy) at all times, and donors thanked in a timely manner;
11. Liaise regularly with the Diocesan Fundraising team to coordinate approaches and strategy to donors and trusts and foundations, where applicable;
12. Work across the wider Cathedral and Diocesan teams to maximise cross collaboration and fundraising income opportunities;
13. Work with the Diocesan Fundraising Team and Cathedral Fundraising Officer to ensure that all activity and contact with major donors and new supporters is conducted in line with the Code of Fundraising Practice, the GDPR and other relevant legislation and regulations;
14. Carry out other reasonable duties relating to the role.

Person specification:

This section outlines the things you will need to be able to demonstrate to be successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Experience	Essential/ Desirable
Experience of excellent donor supporter care and stewardship	E
Demonstrable track record of raising 5 and 6 figure gifts and meeting income targets	E
Experience of asking for gifts and making presentations	E
Experience of identifying new prospects and developing relationships to secure income	E
Experience of producing inspiring and engaging copy for donor communications	D
Experience of developing and organising a range of events or initiatives	D
Experience of using CRM databases to maintain donor contact history and prepare management information	D
Prior experience in a parish setting with familiarity of clergy roles and those of parish staff and the use of volunteers	D
Experience of hosting visitors or leading project visits for donors and/or grant funders	D
Experience of overseeing a budget and preparing fundraising reports	D
Skills/competence requirements	
Strong presentation and communications skills with the confidence to deal with a range of stakeholders and staff	E
Proven ability to form good working relationships and to collaborate with colleagues across the organisation	E
Excellent communication skills, especially written English	E
Excellent organisational skills and the ability to prioritise, work to deadlines and work on own initiative	E
Ability to prepare, maintain and report on income and expenditure budgets	E
Ability to work the occasional evening or weekend where needed (time will be taken in lieu)	E
Understanding of GDPR and the Code of Fundraising Practice	E
Proficiency in Microsoft Office suite – Word, Excel, PowerPoint, Outlook	E

Knowledge of and appreciation for the Catholic Church and its teachings	D
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Westminster Cathedral is part of the Roman Catholic Diocese of Westminster. As such, employees working at the Cathedral are expected to know, understand and be committed to the values of the Diocese which are laid out in the statement below:

Our Diocesan 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 the values of love, truth, justice, and freedom.

As the administrative support function of the diocese, Central Services is 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 should aspire to be person-centred and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of the 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 whom we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to consistently deliver, with 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 will always demonstrate a steady persistence in every course of action – we will be tenacious, disciplined and committed. Our collective perseverance means we will continue to provide support and service, even when faced with difficulties and challenges. We will 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 other colleagues' successes. We will support and provide care and compassion for those who need it, and can be relied upon to be competent, reliable & honest.