



Diocese of Westminster

Job Profile	Individual Giving Manager (Appeals and Events)
Department / Parish / Agency	Fundraising
Reporting to	Deputy Director of Development
Cost Centre	131
Location / Address	Vaughan House, Victoria, London
Management of	N/A
Contract type	Permanent
Hours	35 Hours per week - 9:00 – 17:00 Monday to Friday with a 1 hour unpaid lunch break. Evening and occasional weekend work will be needed so there is flexibility on working hours. Hybrid working a possibility.
Salary	Up to £52,500 per annum
Job reference number	747-131

Job Purpose:

This is a key role overseeing the planning, preparation and delivery of three major annual appeals and their associated special events, and promotional literature, including a spring and summer supporter magazine and materials in support of legacy promotion. The appeals are:

The Cardinal's Appeal (our flagship appeal), the Priest Training Fund, and the Sick and Retired Priests Fund. The role is an essential part of developing and growing our individual giving and major gifts income streams, and securing revenue income for a portfolio of priority projects. The role is fundamental in engaging, nurturing, and inspiring our supporter constituency.

Major duties and responsibilities:

Working closely with the Deputy Director of Development, the Individual Giving Manager will give support in the following areas:

1. Planning, preparation, delivery and follow up for the three annual appeals
2. Planning, preparation and production of our supporter engagement magazine, *Mosaic*, liaising with our copywriter, designer, photographer and mailing house, clergy, project leaders and key team members
3. Helping to coordinate production of the Annual Review for Caritas Bakhita House, our safe house for trafficked women
4. Devising and delivering high quality events associated with the Cardinal's Appeal, and the Sick & Retired Priests Fund: these are chiefly the Shrove Tuesday dinner party for the Cardinal's Lenten Appeal, the Patrons' Mass for the Sick and Retired Priests Fund, and a summer garden party for the Priest Training Fund at our seminary, Allen Hall.
5. Helping to plan and deliver small engagement events associated with the Major Donor development strategy.
6. Working with the Deputy Director of Development to raise awareness of and promote legacy giving, through promotional pieces in print and on the website, and through occasional special events.
7. Working with the rest of the team to ensure that the recording of data on our Donorfy fundraising database meets the needs of a national charity and is fully GDPR compliant.

Additional aspects of the role

The Individual Giving Manager will also:

8. 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
 9. Help ensure fundraising compliance with Data Protection legislation
 10. Perform any other duties consistent with the role and/or reasonably required by your line manager
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Our Diocese Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that 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 and Love.**

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a 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.

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility:</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Experience of working within a fundraising environment, and specifically individual giving activity relating to mailing campaigns, campaign materials production, and	E

special events	
Experience working within a faith-based, non-profit, or charitable organisation	D
A good understanding of Gift Aid	E
A good understanding of GDPR data protection regulations, especially in relation to fundraising	E
A good understanding of the Code of Fundraising Practice	E
Familiarity with faith-based fundraising but not necessarily in a Catholic context	D
Familiarity with a parish setting, including clergy roles and those of parish staff and volunteers	D
Technical Skills	
Experience of liaising with freelance creatives, as well as other external suppliers	E
Experience of using a CRM database	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D