

Fundraising and Planned Giving Manager

Job Description



The Catholic Diocese of
Shrewsbury

Salary:	Competitive, commensurate with experience
Hours:	Full-time, 35 hours per week, permanent contract subject to completion of satisfactory pre-employment checks. Some evening and weekend working may be required, with time given off in lieu in line with Diocesan policy.
Reporting to:	Financial Secretary
Based at:	Diocesan Curial office with travel across the Diocese.

Background

Shrewsbury Roman Catholic Diocesan Trust serves a diverse and expansive region spanning the historic counties of Cheshire and Shropshire, extending across eleven local authority areas from Wirral and Tameside in the north to parts of Worcestershire in the south. Supporting over 100 parishes and Mass centres, alongside schools and academies, the Diocesan Trustees are committed to high standards of governance, care and stewardship. As part of its continued focus on sustainability and mission, the Diocese is seeking to appoint a motivated professional to lead fundraising, planned giving and donor stewardship across the Diocese.

Job Summary

The post holder will lead the Diocese's approach to income generation, donor development and stewardship in support of parishes and diocesan ministries. The role involves developing a culture of generous giving rooted in Catholic social teaching, building effective relationships with donors, parishes, trusts, foundations, corporate supporters and legacy pledgers, and maintaining high standards of governance, transparency and compliance.

The successful candidate will be required to uphold the ethos of the Catholic Church and to conduct themselves at all times in a manner commensurate with the role. The Diocese of Shrewsbury is committed to nationally agreed Safeguarding policies for young people and vulnerable adults, and to creating a safe environment for all. The successful candidate will be expected to follow Diocesan policies on Safeguarding, finance, health and safety, data protection and all other policies set out in the Staff Handbook.

Duties and responsibilities:

- To support the development of and to deliver a diocesan-wide fundraising strategy aligned with the Bishop's pastoral priorities and the Diocesan strategic plan for fundraising and giving#.
- To work with parish priests and Parish Finance Committees to support local giving campaigns, Gift Aid recovery and planned giving schemes.
- To oversee capital appeals for church buildings, schools and diocesan projects, including cases for support and campaign plans.
- To build and steward relationships with donors, benefactors and religious orders, including cultivation visits and gift proposals.
- To lead major gift, trust and foundation, corporate partnership, legacy and regular giving programmes, setting income targets and monitoring performance.

- To establish and maintain a legacy giving programme, including donor recognition and appropriate pastoral sensitivity around wills and bequests.
- To develop and support digital fundraising and online giving opportunities across the Diocese.
- To promote a culture of stewardship and gratitude reflecting Gospel values in donor communications and events.
- To ensure compliance with Fundraising Regulator guidance, GDPR, Gift Aid rules and Diocesan financial and safeguarding policies.
- To manage the development team's budget, recruitment, training and performance, including volunteers and parish giving coordinators.
- To report regularly to the Diocesan Stewardship Committee on income performance, forecasts and risks.
- To represent the Diocese at diocesan, national and sector fundraising forums, keeping abreast of best practice.

Personal Specification

E – Essential

D – Desirable

Experience and Skills

- Significant senior fundraising experience, ideally within a faith-based, charity or education context, including major gifts and capital campaigns. E
- Proven record of meeting income targets and building long-term donor relationships. E
- Excellent interpersonal and written communication skills, with the ability to engage confidently with clergy, donors and Trustees. E
- Strong financial and analytical skills, including budget management and reporting. E
- Working knowledge of Gift Aid, data protection and fundraising compliance requirements. E
- Sound understanding of the mission, structures and teaching of the Catholic Church. D
- Experience of working with Parish Finance Committees, religious congregations or diocesan structures. D
- Experience of CRM or donor management systems. D

Qualifications and knowledge

- Membership of, or willingness to work towards, a relevant professional qualification, such as the Chartered Institute of Fundraising. E
- Knowledge of IT applications such as Microsoft Office and electronic diary management. E
- Full, clean driving licence and willingness to travel across the Diocese. D

Other

The individual must be reliable, resilient and diplomatic in approach, with a positive attitude, respectful of others and able to work constructively with clergy, colleagues, volunteers, donors and external agencies.

The post-holder should seek responsibility and accountability, with a professional and proactive approach. They should have strong written and verbal communication skills, numeracy and analysis, and be able to communicate confidently in different forums. The successful candidate should be able to tailor their approach to different audiences and manage conflicting priorities and deadlines.

Safeguarding

The Diocese is committed to safeguarding and promoting the welfare of children and vulnerable adults. This post is subject to a satisfactory Disclosure and Barring Service (DBS) check and compliance with the Diocese's Safeguarding Policy.

How to Apply

Please request an application form from Pauline McCulloch via email:

recruitment@dioceseofshrewsbury.org

Closing date: Friday 27 November 2026