

Head of Development and Fundraising

APPLICANT BRIEFING PACK

March 2026



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

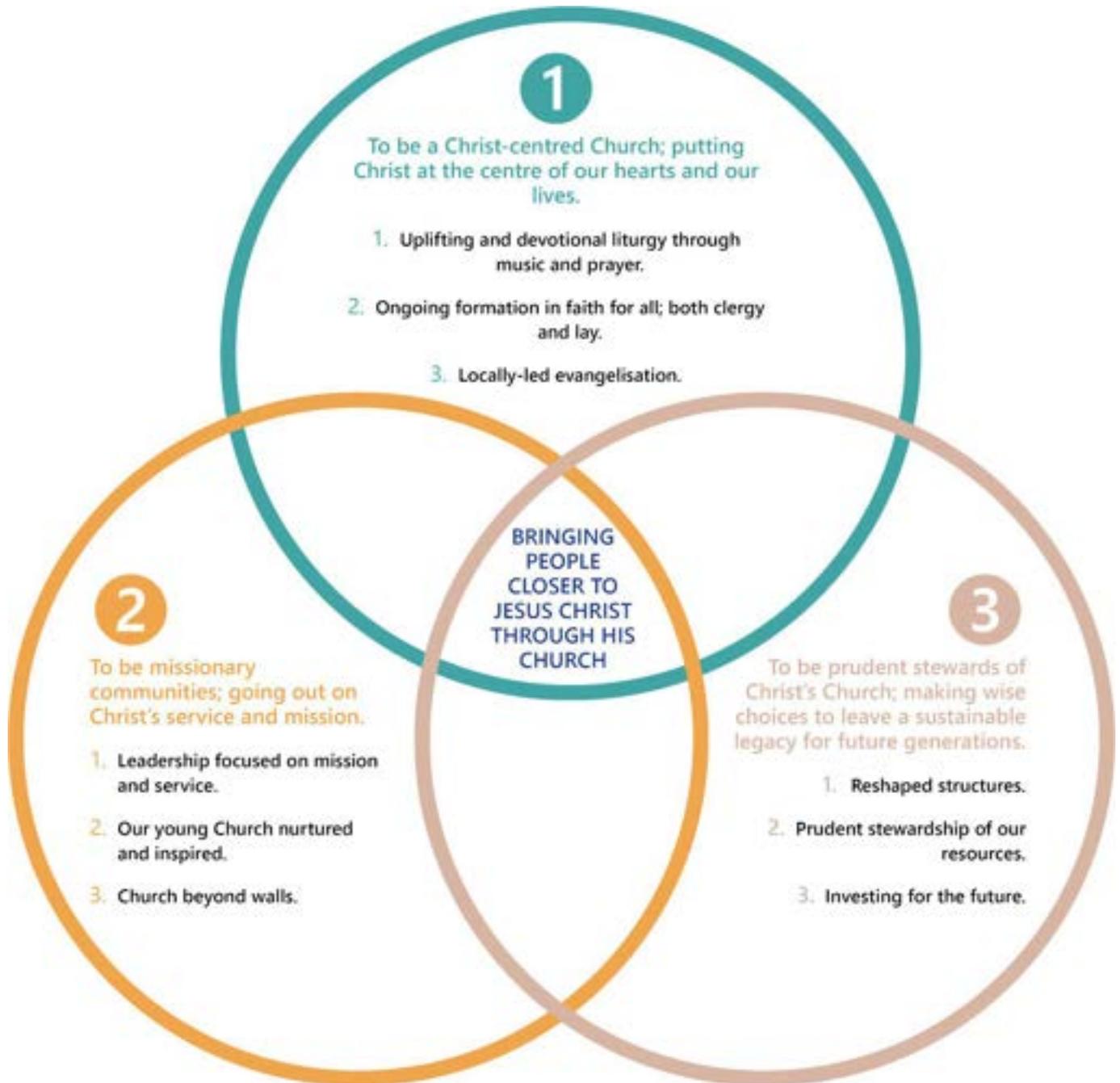
The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, and 30, 000 practising catholics. Within the Diocese there are also 35 houses of religious brothers and sisters.

Ten-Year Mission Plan

You Will Be My Witnesses in summary



1. Role Purpose

The Head of Development and Fundraising reports to the Chief Operating officer and is responsible for developing and implementing effective fundraising strategies to support the Diocese's mission, including key projects like the stewardship of major campaigns, identifying and securing grant funding, promoting digital and online giving, and fostering local fundraising initiatives in parishes.

The Head of Fundraising and Development will also provide dedicated support to the Cathedral Dean for the multi-million-pound appeal for the renovation and repair of the diocese's mother church, the Cathedral of St John the Evangelist in Portsmouth, which will celebrate its 150th anniversary in 2032.

The role is part of the Diocese Communications and Fundraising team and is supported by a Fundraising Officer.

2. Key Internal and External Relationships

- The Bishop and Senior Management Team.
- Priests and Deacons across the Diocese.
- Parish employees and volunteers.
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance).
- External suppliers and contractors.

3. Main Duties

Principal duties and responsibilities

- As part of the Communications and Fundraising team, the postholder will take a lead role in the development and implementation of the diocese fundraising and stewardship strategy to deliver the diocese's strategic objectives.
- Lead the development and delivery of bespoke fundraising campaigns that enable parishes to realise their strategic priorities. This includes securing funding to preserve and sustain the Diocese's historic buildings while also supporting mission-focused initiatives that strengthen parish life and outreach.
- Working closely with parishes and diocesan leadership, design and implement targeted fundraising strategies that attract external grants, philanthropic support,

and local giving. Through this work, the postholder will contribute directly to the long-term

stewardship of the Diocese's built heritage, enabling the practical delivery of the diocesan Mission Plan through sustainable resourcing.

- A substantive element of the role will be to support the development and delivery of the major fundraising appeal for the Cathedral.

Grant funding

- Proactively assist parishes to identify and secure grant funding opportunities for local projects. This will include the establishment of a clear campaign plan and preparation of high-quality applications and business cases.
- Maintain and update a database of potential grant funders to ensure grant applications are targeted effectively and with maximum opportunity for success.
- Collaborate with other curia teams including Estates and Finance to ensure alignment of parish fundraising activities with financial goals and the Estates strategy and priorities.
- Develop and maintain strong, professional relationships with grant-making bodies and charitable trusts, positioning the Diocese and its parishes as credible partners for investment. The postholder will actively identify suitable funders, cultivate relationships with key contacts, and secure funding through well-prepared applications that support heritage preservation and mission-focused initiatives.

Stewardship campaigns

- Build, manage and maintain a pipeline of Planned Giving campaigns with around 30 parishes each year.
- Create and update template materials to support each parish with its planned giving campaign, including financial data and stories from the parish.
- Build, maintain and manage relationships with parish priests and finance committee members.
- Work with the Finance team to maintain accurate records on parish contact and progress on the Planned Giving campaign to build a record of activity and outstanding actions.
- Work closely with the Finance team to support the ongoing Closer to Christ Campaign, preparing regular updates and impact statements for Trustees and ensuring all donors are kept informed of progress and thanked for their contributions,
- Support parishes with the tools, training, guidance and where necessary practical assistance for successful local fundraising initiatives.
- Facilitate workshops and support sessions for parish fundraising committees.

Digital and online giving

- Oversee the use of contactless giving devices across the Diocese, maintaining excellent knowledge of current providers and technology, and keeping up to date with advances in this area of digital giving.
- Promote the take up of contactless devices in all parishes by the end of 2026, providing instructions both in written and digital form (and, where necessary, in person) to help parishes set up and use their device[s].
- Work with the Finance team to update and report on income received from contactless devices for each parish.

Legacies

- Support the Diocese's ongoing legacy campaign by managing the legacy database of all legacies due to the Diocese and its parishes, working with the Finance Team to ensure timely payment of legacies and ensuring immaculate record keeping.

Supporting the St John's Cathedral Appeal

- Work with the Dean, the Appeal Committee and DSAS senior staff to develop and implement a fundraising strategy and action plan to support both the initial £2.5 million appeal and subsequent wider programme of renovation across the whole Cathedral site by:
 - securing major grants and donations
 - ensuring a high profile for the progress of the appeal across the whole Diocese encouraging support and commitment from all parishes and communities
- Work with the Communications manager to implementing a media campaign for this objective.

Collaboration and Communication

- Work closely with the Communications Manager and Communications team to ensure fundraising messages are aligned with Diocesan values and the Mission Plan.
- Work with Communications team to develop compelling stories of impact across the diocese to encourage participation and giving.
- Build and maintain strong positive working relationships across DSAS and the wider diocese to support the successful delivery of fundraising objectives.

Meeting Attendance and Reporting

- Lead effective project planning and oversight across all fundraising workstreams, ensuring that campaigns and funding initiatives are clearly structured, deliverable, and aligned with diocesan priorities.
- The postholder will establish appropriate performance measures and report regularly against agreed key performance indicators, providing clear evidence of progress, income generation, and impact.
- Attend meetings of the Finance Audit and Risk Committee and any other meetings required to provide briefings, regular written reports and seek approvals as needed from the Board of Trustees about Fundraising related matters.
- Attend in person meetings in parishes across the Diocese as required.
- Professional approach to online meetings.

Ad Hoc Duties

- Carry out additional duties as requested by line manager.

4. Professionalism and values

- Uphold and promote the ethos and values of the Catholic Church.

Head of Development and Fundraising – Person Specification

Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none">• Degree-level education or equivalent professional experience in fundraising, marketing, communications, or a related discipline.• Significant experience of working within a complex organisation with multiple stakeholders, demonstrating the ability to navigate differing priorities and build consensus.• A proven and demonstrable track record of securing substantial fundraising income within the charity sector, including achieving and exceeding financial targets through grants, campaigns, and donor engagement.• Strong experience in developing and delivering creative fundraising campaigns, translating strategic priorities into compelling cases for support.• Experience of leading or supporting major appeals or capital fundraising campaigns.• Demonstrable success in grant writing and securing significant funding from trusts, foundations, and other grant-making bodies.• Proven ability to build, develop, and sustain effective relationships with funders, donors, clergy, and other stakeholders, acting as a credible ambassador for the organisation.• Experience of structured project planning, monitoring, and reporting, including maintaining accurate records and reporting against agreed targets and key performance indicators.• Highly developed written and verbal communication skills, including the ability to produce persuasive funding applications, reports, and presentations.• Strong interpersonal and influencing skills, with the confidence to engage and collaborate effectively with clergy, parish representatives, volunteers, and senior leaders.• Numerate and able to analyse and present financial and performance information clearly.• Self-motivated and resilient, with the ability to manage multiple priorities and deliver results within agreed timescales.• High level of computer literacy, including confident use of Microsoft 365 applications and experience of working with a Customer Relationship Management (CRM) system or donor database to manage contacts, track fundraising activity, and monitor performance.

Applicant Briefing Pack – **Head of Development and Fundraising**

	<ul style="list-style-type: none">• A clear commitment to, and sympathy with, the mission and values of the Catholic Church.
Desirable	<ul style="list-style-type: none">• Formal qualification or professional training in fundraising or a related discipline.• Membership of a relevant professional body (e.g., Chartered Institute of Fundraising).• Experience of working within a faith-based, heritage, or community organisation, or within the church sector on major fundraising campaigns.• Familiarity with digital giving platforms and online fundraising tools.• Experience of supporting organisations or local communities to build fundraising capacity, including training or mentoring volunteers.

Salary, Benefits & Location

Salary: £45,000 - £50,000 per annum

Contract: Permanent, Full-time

Hours: 37.5 hours

Location: St Edmund House, Bishop Crispian Way, Portsmouth PO1 3QA

Reports to: Chief Operating Officer

Direct Reports: 1

Benefits

25 days holiday plus bank holidays (pro-rata)

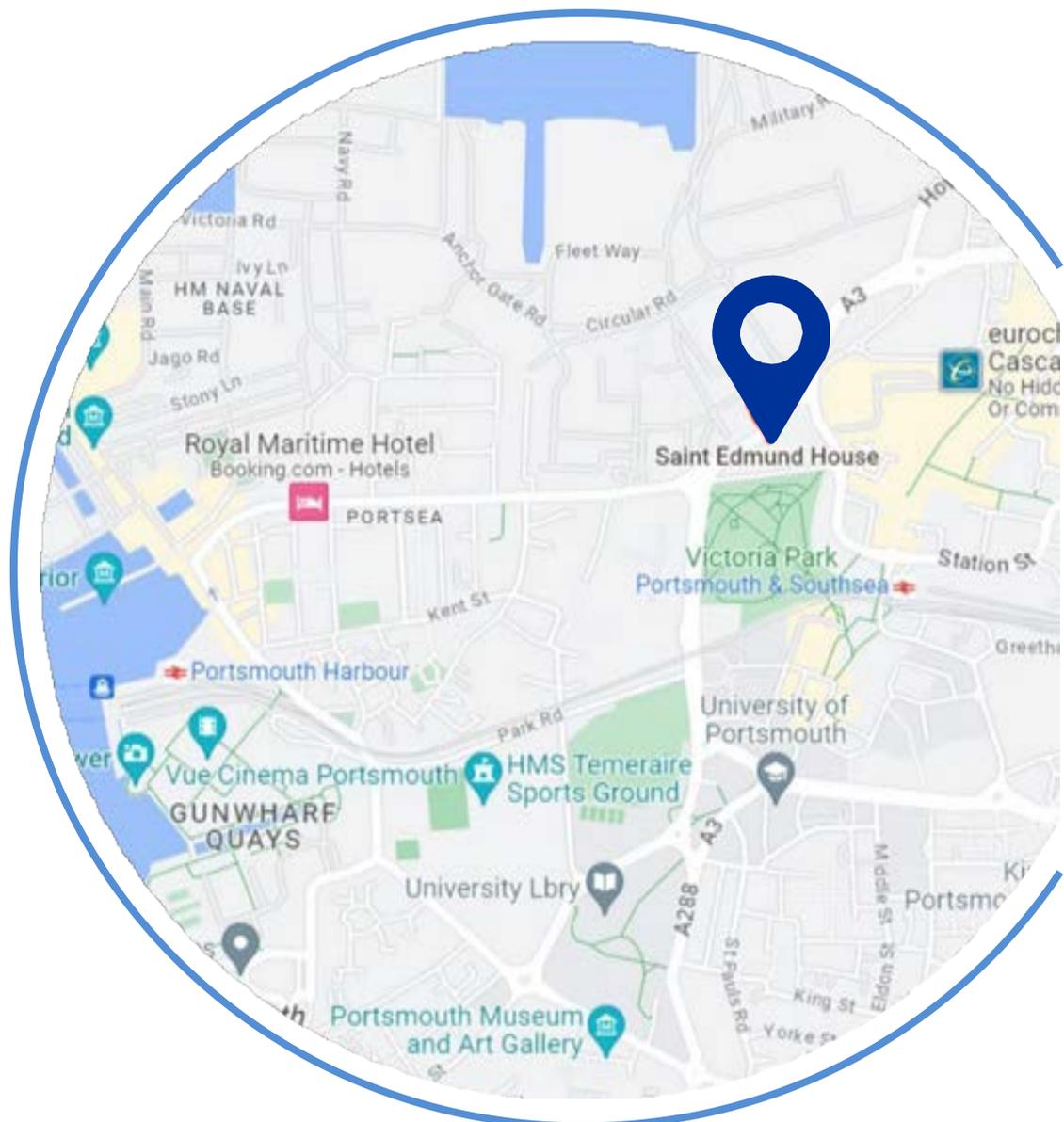
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

Head Office

St. Edmund House,
Bishop Crispian Way,
Portsmouth,
PO1 3QA



How to Apply

Please apply via the link on the advert **or** send a comprehensive and up to date Curriculum Vitae **along with a covering letter setting** out your suitability for the role and motivation in applying (no more than 2 sides A4) to recruitment@portsmouthdiocese.org.uk. Please do not use AI to generate your letter. State 'Head of Development and Fundraising' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church. We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is **5th April 2026**.

Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview. A first interview will be conducted online via Microsoft Teams, and the second stage will involve meeting key stakeholders, delivering a formal presentation, and participating in a panel interview.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

