

A photograph of St Edmundsbury Cathedral in Ipswich, England, featuring its iconic spire and Gothic architecture, surrounded by lush greenery and a well-manicured garden.

Application pack

Senior

Fundraising Manager

St Edmundsbury
Cathedral





Welcome

"Thank you for thinking of applying for the role of Senior Fundraising Manager at St Edmundsbury Cathedral. We hope, after reading this application pack, you will decide to send us your application. There follows below some more about us and about the role.

St Edmundsbury Cathedral is situated in the historic market town of Bury St Edmunds, and serves the diocese of St Edmundsbury and Ipswich. It is at the heart of community life, a natural gathering place for worship, reflection, refuge, celebration, mourning, pilgrimage, debate, questioning and storytelling.

Our story begins with the founding of the Abbey in 1020 by King Cnut. He named the Abbey after Saint Edmund, martyred in 869 by the Danes, and to this day Cathedral, Abbey and town carry that name. Over the succeeding centuries, several churches were built within the precincts of the Abbey. The nave of today's Cathedral is the successor of one of those churches, started in 1503. Our Grade 1 Cathedral was further altered from the 18th century onwards, the most recent additions being a new Gothic style tower, cloisters and chapels.

A sculpture by Elisabeth Frink entitled Crucifixion stands by the Treasury steps. The medieval Susanna Window contains Flemish glass and the west window depicts The Last Judgement - a magnificent example of late nineteenth-century craftsmanship. A painting of The Martyrdom of St Edmund by Brian Whelan sits in the Edmund Chapel. The Ancient Library, founded in 1595, has over 550 books mainly dating from the fifteenth and sixteenth centuries; providing a valuable resource for students and research.

The successful candidate will be joining the Cathedral community of this special place at a time of unique challenge and opportunity.

All the usual requirements that you would expect for such a post are set out in the job description which follows. If you think you might be the person we are looking for to join our team, we would be delighted to receive your application."

Dean Be.



Who are we?

St Edmundsbury Cathedral is open for visitors and worshippers seven days a week, all year, providing a sacred space for reflection, prayer and sanctuary. Music forms a large part of activities, with several choirs and numerous musical events throughout the year. Our formal learning programmes are centred round our Learning Hub, in the heart of the Cathedral, where school children enjoy activities linked to the national curriculum, participate in reflective stories designed to encourage youngsters to behave more thoughtfully towards one another, and work with a team of local artists who help them respond to the world through creative art. Community groups such as the Mothers Union and Young Families regularly meet in the Cathedral. We have vibrant membership groups in the Friends of the Cathedral and the Friends of the Cathedral Music. More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes. We offer 960 regular services a year and around 100 special services.

St Edmundsbury Cathedral Enterprises Limited oversees the Cathedral Gift Shop, our Tourist Information Point, Pilgrim's Kitchen (café/restaurant) and our external events facilities.

Abbey of St Edmund Reborn' Project

The lead partners, St Edmundsbury Cathedral, West Suffolk Council and English Heritage, have come together to form the Abbey of St Edmund Heritage Partnership, which includes 29 additional stakeholder organisations. Together, the partnership has secured a Delivery Phase grant from The National Lottery Heritage Fund towards a £9,833 million capital and heritage engagement project to be delivered over a three-year period. The project will deliver an ambitious programme of heritage engagement activities through the Activity Plan.

Inclusive Church

We are an Inclusive Church and warmly welcome applications irrespective of gender or sexuality. We also encourage applications from Black, Asian, Minority Ethnic, and Global Majority Heritage candidates, who are currently under-represented on the Cathedral team.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role. The appointed candidate will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be given.



Values

Our values inform how we do things at the Cathedral.

We hold our Benedictine principles close—principles such as love, care, hospitality, and community—and are presenting these values in a way that relates to and can easily be understood in the 21st century. They are about how we work with each other, how we talk about the Cathedral, how we reach out to the whole of Suffolk and beyond, and how we transform ourselves as we grow together.



They are Faith, Welcome, Compassion and Confidence.

- Faith in God, Father, Son and Holy Spirit and God's unconditional love for all people. This is our Christian conviction, and it is what defines and shapes us;
- Welcome to friends and to strangers; to people of all faiths or none; to those with whom we agree and disagree - building a culture of openness and collaboration and generosity across the county;
- Compassion working alongside people in need, expressing love, tolerance and respect through our actions;
- Confidence to challenge wrongs; to be honest about who we are and what we stand for; to be daring in what we do, how we do it and who we do it with.



Role Description

The Senior Fundraising Manager will play a key strategic role in supporting the mission and ministry of St Edmundsbury Cathedral by developing and delivering a diverse range of fundraising activities, with a particular focus on Trusts and Foundations, major funding opportunities, donor stewardship and the growth of sustainable income.

Working closely with the senior leadership team, the role will identify and develop new funding opportunities, build strong relationships with Trusts and Foundations, and lead the preparation and submission of high-quality funding applications and reports. The postholder will also oversee the Cathedral's Patron and donor relationships, legacy and regular giving activity, and provide strategic oversight of major fundraising events and initiatives.

The role will involve maintaining accurate donor and fundraising records using the Cathedral's CRM system, Donorfy, and ensuring that all fundraising activity is carried out with professionalism, integrity and in accordance with Cathedral values, relevant legislation and data protection regulations.





Key Responsibilities

Legacy and Appeals

- Support and develop the Cathedral's legacy giving strategy, helping to encourage and secure gifts in wills.
- Work with colleagues and volunteers to develop appropriate legacy communications and stewardship activity.
- Provide strategic support for the delivery of fundraising appeals, including the biennial 'Gift Day'.
- Review and evaluate fundraising appeals, identifying opportunities to improve engagement and income.

Trusts and Foundations

- Develop and implement a Trusts and Foundations fundraising strategy to increase income and diversify the Cathedral's funding base.
- Research and identify new Trusts, Foundations and other institutional funding opportunities aligned with the Cathedral's mission, ministry and strategic priorities.
- Develop and maintain strong relationships with existing and prospective Trusts and Foundations, ensuring effective stewardship and ongoing engagement.
- Lead the development and submission of high-quality funding applications, working with colleagues across the Cathedral to gather relevant information, budgets, impact measures and supporting evidence.
- Maintain a comprehensive pipeline of funding opportunities, applications, deadlines and outcomes.
- Ensure funders receive timely, accurate and engaging updates on the impact of their support.
- Develop compelling cases for support and funding proposals for a range of projects and priorities.
- Support colleagues with grant applications where appropriate, providing guidance on funder requirements, application development and reporting.
- Monitor changes in the funding landscape and identify emerging opportunities for the Cathedral.

Donor Acknowledgement and CRM Management

- Maintain accurate and up-to-date donor records in the fundraising CRM database, Donorfy, including donation history, communications and engagement activity.
- Ensure appropriate systems and processes are in place for effective donor stewardship and relationship management.
- Produce reports and analysis from Donorfy to support fundraising planning, decision-making and income monitoring.
- Ensure donors and Patrons are thanked and acknowledged appropriately and in a timely manner, including personal correspondence and letters from the Dean where appropriate.
- Use donor data and insight to identify opportunities for increased engagement, retention and income.

Planned and Regular Giving

- Work with the Planned Giving Committee to develop and implement a strategy for increasing regular giving.
- Develop communications that encourage supporters to become regular givers.

Patrons and Donors

- Manage and develop relationships with existing Patrons and key donors, ensuring high standards of engagement through regular communications, including e-newsletters, invitations and other appropriate engagement activities.
- Oversee the delivery of the Cathedral's Patron events, including the Patrons' Carol Service, Spring Trip and Summer Garden Party, working with colleagues to ensure events are delivered to a high standard.
- Monitor Patron membership, renewal dates and income, ensuring effective processes are in place for timely renewal communications.
- Work closely with the Finance Department to ensure Patron income and donations are accurately recorded and reconciled.
- Develop and implement strategies to grow the Cathedral's Patron network and strengthen relationships with existing supporters.
- Identify opportunities to deepen donor engagement and develop supporters towards increased giving and long-term involvement with the Cathedral.

Major Fundraising Initiatives and Events

- Provide fundraising leadership and strategic oversight for major Cathedral fundraising initiatives and projects as required.
- Support the delivery team of the Abbey of St Edmund, Reborn Project, providing fundraising expertise and advice as required.
- Oversee the fundraising strategy and income generation associated with major fundraising events, including the Grand Nave Autumn Ball, ensuring that events have clear fundraising objectives and deliver against agreed targets.
- Work collaboratively with colleagues responsible for event planning and delivery, providing strategic fundraising direction, supporter engagement and stewardship.
- Ensure that income and expenditure associated with fundraising events and initiatives are accurately recorded and monitored.
- Evaluate fundraising activity and provide recommendations to maximise future income and supporter engagement.

Strategy, Planning and Reporting

- Contribute to the development and implementation of the Cathedral's overall fundraising strategy and annual fundraising plans.
- Set and monitor fundraising targets across relevant income streams, providing regular updates to senior colleagues and relevant committees.
- Use fundraising data, research and analysis to identify opportunities for growth and inform strategic decision-making.
- Prepare reports for senior leadership, Trustees and relevant committees as required.
- Work collaboratively across the Cathedral to ensure fundraising opportunities are identified and developed effectively.
- Ensure all fundraising activity reflects the mission, values and ethos of St Edmundsbury Cathedral and is undertaken with the highest standards of professionalism and integrity.
- Ensure compliance with relevant fundraising regulations, GDPR and data protection requirements, and best practice in donor stewardship.
- Support and develop a culture of fundraising across the Cathedral, encouraging colleagues to recognise and maximise opportunities for philanthropic support.



Person Specification

Essential Qualities

Qualifications

- Degree-level education or equivalent professional experience.
- Evidence of continuing professional development in fundraising or a related field.

Experience

- Significant experience in fundraising or income generation roles, with a proven track record of securing income and meeting or exceeding fundraising targets.
- Proven experience of developing and managing relationships with Trusts and Foundations and other institutional funders.
- Demonstrable experience of researching funding opportunities and developing successful grant and funding applications.
- Experience of managing donor relationships and delivering effective stewardship and engagement programmes.
- Experience of developing and delivering fundraising strategies across a range of income streams.
- Experience of managing or overseeing fundraising campaigns, appeals or events.
- Experience of using fundraising data and CRM systems to support donor management, reporting and strategic decision-making.
- Experience of monitoring and reporting on restricted and unrestricted funding.
- Experience of preparing funding reports and ensuring compliance with funder requirements.

Knowledge

- Strong understanding of Trusts and Foundations fundraising and the wider fundraising landscape.
- Good understanding of a range of fundraising income streams, including individual giving, Trusts and Foundations, major donors, corporate and community fundraising.
- Knowledge of fundraising regulations, GDPR, data protection and ethical fundraising practices.
- Understanding of budgeting, financial planning and monitoring in relation to fundraising.
- Understanding of effective donor stewardship, cultivation and relationship management.
- Knowledge of the principles and importance of legacy and regular giving.



Skills and Abilities

- Excellent written and verbal communication skills, with the ability to produce compelling funding proposals, cases for support, reports and donor communications.
- Strong relationship-building and interpersonal skills, with the ability to build credibility and maintain positive relationships with funders, donors, Patrons and colleagues.
- Strong research and analytical skills, with the ability to identify and assess new funding opportunities.
- Excellent project management and organisational skills, with the ability to manage multiple priorities, deadlines and funding applications effectively.
- Ability to use data and insight to inform fundraising decisions, monitor performance and measure impact.
- Ability to manage and maintain accurate records using a CRM system such as Donorfy.
- Ability to work collaboratively across teams and influence colleagues to support fundraising objectives.
- Ability to oversee and provide strategic direction to fundraising activities and initiatives.

Personal Qualities

- Highly motivated, proactive and results-driven.
- Strategic and creative thinker, with the ability to identify and develop new fundraising opportunities.
- Excellent attention to detail and a high level of accuracy.
- Ability to work independently, use initiative and take responsibility for delivering agreed objectives.
- Ability to work collaboratively as part of a team and build effective relationships across the organisation.
- Resilient, flexible and able to manage competing priorities and work effectively under pressure.
- Professional, trustworthy and committed to the highest standards of integrity and ethical fundraising.
- Commitment to the values and mission of St Edmundsbury Cathedral.
- Sensitive to the Cathedral's core mission as a place of worship, outreach, welcome and care.
- Willingness to work varying hours for fundraising activities and functions, including occasional evenings and weekends, as required.

Desirable Qualities

Qualifications

- Relevant professional fundraising qualification, such as a qualification from the Chartered Institute of Fundraising.

Experience

- Experience of working with high-net-worth individuals, major donors or philanthropic supporters.
- Experience of securing significant gifts or grants from Trusts and Foundations.
- Experience of fundraising within the Church of England or another faith-based organisation.
- Experience of working in a heritage, cultural, charitable or not-for-profit organisation.
- Experience of overseeing fundraising events or major fundraising initiatives.

Skills and Knowledge

- Knowledge of the funding landscape relevant to heritage, faith, community or charitable organisations.
- Experience of public speaking and presenting to donors, funders, committees or other stakeholders.
- Knowledge of legacy fundraising and planned giving.
- Experience of using Donorfy or a similar fundraising CRM system.



To Apply

An application form can be found on our website:
stedscathedral.org/vacancies and once complete should be
sent to: hr@stedscathedral.org

Terms and Conditions

Job Title: Fundraising Manager

Contract: Permanent

Salary: £40,000, depending on experience

Hours per week: 28 hours 4 days per week

Annual Leave: 25 days plus bank holidays (Pro Rota)

Probationary and notice period

In accordance with current Chapter Policy, the post is subject to a 12 week probationary period. After completion of the probationary period the notice period is one month.

Pension

After 12 weeks' service, the post-holder will be auto-enrolled into a pension scheme with the Church Workers Pension Fund.

Policies and Procedures

To be familiar and comply with Cathedral Policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.

Other terms and conditions

This is only a summary of the terms and conditions offered and does not replace the wording of the Standard Terms and Conditions which will form the contract between the successful candidate and the Chapter.

