

Post	Philanthropy Manager
Responsible to	Director of Fundraising and Communications
Team	Philanthropy Team
Group	Fundraising and Communications
Proposed grade	G
Contract	Permanent
Hours	35hrs per week, hybrid with 40 per cent at CMS House

The organisation you'll be joining

Welcome to Church Mission Society, where we are passionate about God's mission and eager to see more and more people become followers of Jesus. For 225 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed across the globe. Often in ways we could not have anticipated.

Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, today CMS supports hundreds of people and partners in mission working together across Africa, Asia, Latin America, Europe and the Middle East. We also train UK Christians for creative, ground-breaking mission in Britain.

From empowering marginalised people to reach their God-given potential to standing in solidarity with people whose faith makes them outsiders in their culture to discovering creative ways to share the hope of Jesus, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

In recent years, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. Those joining the CMS global mission community today will find a diverse group of people that have been reinvigorated with a fresh vision to join together to make disciples of Jesus among people at the edges, both in the UK and around the world.

Jesus spent much of his time with people at the edges, and that's where we want to be too.



Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

Our vision

To see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

The new role of philanthropy manager for CMS will lead our philanthropy team with a focus on the development of a new philanthropy strategy as part of the CMS income growth plan. CMS is at a pivotal point in its development and we are looking to progress a sustainable income strategy that will provide a stable source of core funding for the future, primarily from Christian investors in the UK and overseas.

While the building blocks for a successful philanthropy programme are in place, with a number of individuals and trusts giving multi-year funding at significant levels, we believe there is much more that we can do, with the appointment of a philanthropy manager to lead this work going forward.

The philanthropy manager will work closely with the director of fundraising and communications to develop and implement a philanthropy strategy, building on the key relationships already in place.

With support from leaders and influencers in CMS and the philanthropy team, the philanthropy manager will develop a generosity pipeline backed up by robust prospect research, and oversee a cultivation and stewardship programme that will optimise the prospects and contacts of the trustee board, supporters and senior stakeholders.

CMS is a dynamic Christian mission with a three-year plan to significantly increase income to fund contextual pioneering programmes worldwide. We are seeking a philanthropy manager who is passionate about Jesus and who can seize the funding opportunity that will enable CMS to grow.



Your relationships

There are four teams in the fundraising and communications directorate: philanthropy, digital marketing; church engagement and brand, content and media.

This role reports to the director of fundraising and communications and line manages the philanthropy team which consists of:

- trusts and key relationships lead
- major donor and trusts officer
- copywriter
- supporter care and events officer

There is close working relationship with other colleagues in:

- Britain Hub: to engage and develop relationships with the UK church.
- Church engagement and digital marketing teams: to deliver high impact marketing campaigns to grow generous individual giving audience segments for CMS.
- Brand, content and media team: to support content creation and branding.
- The finance directorate: in managing queries relating to giving.

Your responsibilities

Strategy development and performance

- Work with the director of fundraising and communications to develop a creative, values-led and robust philanthropy strategy to grow income from major donors, churches and trusts and foundations to support the core costs of CMS, our UK pioneering plans and international mission.
- Work alongside the director of fundraising and communications and the director of finance and resources to manage income forecasting, re-forecasting and annual budget-planning cycles for the philanthropy team.
- Set, lead and monitor operational delivery of financial and non-financial KPIs, flagging developments early and adapting focus to ensure alignment with CEO and organisational priorities.

Strategic fundraising and portfolio oversight

- Lead the implementation of the philanthropy strategy, managing a priority caseload/ portfolio of major donor projects, leading high-value meetings and negotiating five- and six-figure gifts for CMS work in the UK and overseas.
- Strategic oversight of the trusts and foundations income portfolio to increase giving globally across all mission funding needs.
- Collaborate with the church engagement manager to build and integrate a mid-value donor pipeline to feed into the major donor portfolio.
- Coordinate (with the brand, content and media team) the production of compelling funding proposals, cases for support and donor communications, drawing from assets across CMS and utilising AI tools where appropriate.



Relationship management and stewardship

- Define, implement and embed a 'best in class' stewardship framework for all high-value donors, trusts and prospects.
- Manage a team caseload of appropriate primary contacts and deliver annual tailored fundraising and communications plans to encourage, grow and develop all high value income streams.
- Support senior leadership (CEO and trustee board) by developing accurate briefs and maintaining a management framework so senior stakeholders are effectively deployed at key stages of donor cultivation.
- Direct the philanthropy team in delivering high-quality, timely impact reporting in line with individual funder requirements.
- Work with the philanthropy and operational mission teams to plan and execute a strategic calendar of virtual and in-person cultivation events and site visits. (supporter care & events officers manage this calendar).

Prospect research and data systems

- Supervise regular prospect research to compile, qualify and manage a robust high-net-worth donor and trust pipeline.
- Monitor philanthropic market trends, funding announcements and Christian funding developments (including Church of England networks).
- Maintain CRM database integrity (e.g., Raiser's Edge/Access) alongside the database management lead (who provides Group-wide support), and the director of fundraising and communications, ensuring consistent tracking of prospect stages, approaches and income.

People management and international compliance

- Line manage the philanthropy team (including daily supervision, objective setting, performance appraisals, team planning and professional development).
- Collaborate across the fundraising and communications group to share insights and support multi-team bids and campaigns.
- Working alongside the fundraising and communications director, ensure all philanthropy development, research and data storage activities adhere to appropriate international fundraising standards and agreements with partner missions including the Society of Anglican Missionaries and Senders, CMS Africa and AsiaCMS.

Other compliance

Ensure the safety and security, and respect the rights, of all staff, partners and supporters:

- Understand and follow CMS safeguarding policies.
- Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe.
- Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).



- Hold and maintain a good understanding of the Code of Fundraising Practice and how it pertains to your role.

Carry out any additional duties commensurate with the role as required by your line manager.

Values and behaviours

All CMS line managerial roles are expected to manage and lead in accord with CMS's values and behaviours. In doing this, a CMS manager should display managerial competencies and approaches which support these values and behaviours as well as the building of a culture which sustains the success of the new CMS organisational strategy. In particular, CMS gives priority to:

- Developing a learning culture
- Developing a safe culture (which embeds safeguarding in all we do)
- GDPR compliance
- Cross-team working
- Diversity and inclusion
- Embedding mission spirituality across CMS
- Empowerment and coaching
- Creativity and innovation



Person specification

Philanthropy Manager

	Essential	Desirable
Qualifications	• Degree, ideally in communications, marketing, theology or international relations or equivalent experience	• Masters in Philanthropy or CloF Fundraising qualification. • Ordained or lay church leader.
Experience	• Proven major gifts track record • Experience of generating income and achieving targets from philanthropic relationships. • Proven experience in overseeing effective prospect research and pipeline management, which resulted in income growth. • Experience of line management of people.	• Overseas trusts and foundations experience, including USA and Canada. • Christian mission experience. • Experience of defining and implementing a successful income growth strategy.
Skills and abilities	• Excellent relationship building skills and the ability to engage with senior figures. • Highly professional with exceptional interpersonal skills and the ability to support, motivate and inspire confidence with colleagues and a range of external and internal stakeholders. • Ability to speak powerfully including in high profile and high-level settings.	• Advanced PowerPoint or presentation skills. • Media experience and training.



	• Excellent written and verbal communications skills and the ability to create and clearly convey complex ideas and information in a compelling fashion. • Ability to persuade, influence and negotiate. • Ability to record, analyse and present financial data in a clear and accurate format. • Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives and income.	
Knowledge and understanding	• A proven, creative approach to income generation, supported by a robust knowledge base of major donors and trust fundraising theory and approaches. • An understanding of major donor behaviours, personalities and psychologies to create and access powerful giving networks. • Understanding of GDPR, data protection law and email privacy/security regulations.	• An understanding of UK financial services and wealth management. • Contacts in high level donor locations i.e., City of London, Home Counties and major cities. • Proficient at CRM management (Access, Raiser's Edge or similar) •
Disposition	• A self-starter with an analytical approach and forward-thinking. • Confident, relational and outgoing in high level contexts. • Focused, decisive problem-solver. • Proactive in reviewing own performance, improvement and development.	



	• Calm and self-aware under pressure. • Flexible and adaptable.	
Other	• A committed and practising Christian committed to CMS values and aims • A minimum of two days per week office presence including offsite donor visits. • Willingness to travel for work across the UK including evening/ weekend commitments • Trusts and foundations are located globally, therefore, some overseas travel is expected (up to two weeks per year). • Compliance with CMS's safeguarding policy and subject to pre-employment checks, signed self-declaration and basic disclosure may be requested.	• A full UK driver's licence



Terms and conditions

Philanthropy Manager

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade G of the CMS salary scales; starting at £42,840 per annum with further salary advancement opportunity. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is five per cent while the employee's contribution is three per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to 60 per cent of your contracted time per week but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Three months' written notice on either side is required for the termination of the appointment after the probationary period.
8. **Time off in Lieu (TOIL):** For attendance at events TOIL will be given for weekend and evening working.



How to apply

Church Mission Society is working exclusively with Charisma Charity Recruitment.

Expressions of interest should be submitted through the [Charisma website](#), and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, including the genuine occupational requirement to be a practicing Christian. Please also describe any potential conflicts of interest.

If you would like an informal conversation, please contact Adam Stacey, CEO of Charisma Charity Recruitment, at info@charismarecruitment.co.uk or on 01962 813300. Applications should be submitted through the Charisma website, including your CV and a supporting statement.

We welcome and encourage expressions of interest from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law.

**This post is subject to an Occupational Requirement that the postholder is a practising Christian, under Part 1 of Schedule 9 to the Equality Act 2010, and all applicants must be wholeheartedly committed to the aims, ethos and values of Church Mission Society.*

Charisma is committed to inclusive and accessible recruitment processes. If you have any reasonable adjustments or wish to apply for this role under the Disability Confident Scheme, please contact our Operations Teams on info@charismarecruitment.co.uk. Charisma will ensure all candidates who disclose that they wish to apply under the Disability Confident Scheme and that meet the minimum criteria for the role will receive an opportunity to interview with the Charisma Consultant representing the vacancy.

Key dates:

- Closing date: Monday 9 November
- First stage interviews: w/c 16 November (online)
- Second stage interviews: w/c 23 November (in-person)