



**Fundraising Manager (maternity cover):
Fundraising Team**

Job Description:

Job title: Fundraising Manager

Responsible to: CEO

Duration: 12-month maternity cover

Location: Home-based or London office-based (Vauxhall)

Working Hours: Full-time (flexible, working minimum of 28 hours/per week considered – pro rata)

Salary: £33,639 - £36,944 (outside of London); £36,865 - £40,170 (including London weighting)

11pm. Raining. Blue lights shine through the window. Doorbell. Police. Your two grandchildren, scared, shivering next to them. Pyjamas. Teddies. "Of course I'll take them." Try to keep calm. Cocoa. Tuck them up on the sofa. Upstairs. Panic. You knew your daughter was struggling, but this. The children need you. They need clothes. Beds. Uniforms. The cost. Your age. Help, you need help. Google. What's a kinship carer? Oh.

You.

About Kinship:

Grandparents and other relatives – known as kinship carers – have stepped in to care for around 200,000 children in the UK, turning their lives upside down to keep them out of the care system. They do the right thing, but frequently feel invisible, unsupported and alone. Most children in kinship care – and their carers – are not entitled to support.

Kinship is the leading national charity for kinship families. With a new three-year growth strategy, we are focused on transforming kinship care support. At a time of growing interest in kinship care, we're raising awareness, campaigning with kinship carers to drive policy and practice change and delivering life changing advice and support.

Purpose of the job:

We're a growing national charity with a new and ambitious strategy and a strong funding pipeline. You'll thrive in a fast-paced environment, grabbing every opportunity to contribute to the development of our work to support kinship families. Reporting to the chief executive, you'll be at the heart of our growth and development as you play a key role in delivering our plans to drive sustainable income growth and diversify our income portfolio.

This is a developing role with huge potential to contribute to our growth as a fundraising charity. We're looking for someone with the right combination of skills and experience to build on our successful fundraising from trusts and foundations, lottery and statutory sources, as well as wider knowledge and experience to develop a new major donor funding stream.

Now is an exciting time to join us as **Fundraising Manager**, you will be building on a period of strong income growth and inherit a healthy pipeline with existing multi-year relationships and new warm potentials. You will work to a stretching but achievable target supported by a wider team that prioritises and champions fundraising including an engaged Board of Trustees and supportive Senior Leadership Team. Finally, you will be joining a charity with a flexible working environment which cares about your wellbeing and development.

Key roles and responsibilities:

- Develop a fundraising strategy to support income growth in line with the charity's strategic plan.
- Agree annual funding targets and take lead responsibility to instigate and co-ordinate the activity that will achieve them.
- Develop a strong case for support.
- Contribute to the organisation's communications and marketing strategy and plans to ensure fundraising is well supported.
- Research and prepare a fundraising plan for new and existing trusts and other funders in line with the organisation's overall strategy.
- Maintain a prospect pipeline, submitting and tracking applications and liaising with funders at all stages of the process.
- Research potential new funders.
- Prepare and write engaging proposals, applications and presentations for funders.
- Work proactively with colleagues to research, identify and scope a portfolio of compelling projects and proposals that will appeal to funders.
- Act as lead relationship manager for key funders as required, including account management for the People's Postcode Lottery.
- Provide inspiring and effective line management to the Fundraising Officer.
- Ensure systems are in place to guarantee all reporting requirements are met, and that communications are appropriate and timely (we use Salesforce).
- Maintain accurate records, complying with policies on confidentiality, data protection and fundraising good practice.
- Report regularly on fundraising, including producing financial reports as requested.
- Keep up to date with developments within the charity's area of interest.
- Keep up to date with developments within the external fundraising environment.
- Act as a passionate ambassador for the charity with a range of internal and external people and organisations.

Person specification:

Essential knowledge, skills and experience:

- Demonstrable success in securing six-figure funding from trusts and foundations.
- Experience of raising income from a range of sources, ideally including major donors.
- Experience of developing or contributing to a successful fundraising strategy.
- Experience of building a strong funding pipeline and generating leads for a fundraising programme.
- Excellent written communication skills, with the ability to communicate passionately and articulately about Kinship and its work, tailoring your arguments to the audience.
- Creative with the skills to contribute to the development bids to meet organisational objectives.
- Persuasive presentation skills
- Sensitive relationship builder, keeping funders engaged and seizing every opportunity to promote the charity.
- Strong numeracy skills, with the ability to develop budgets, monitor and manage financial information.
- Excellent attention to detail and ability to prioritise and focus providing work that is timely, accurate and high quality.
- Proactive and approach, seizing opportunities to generate funds to support the charity's objectives.
- Commitment to professional development, seizing opportunities to learn new skills in a developing role.
- Enthusiasm for working collaboratively in a small and developing charity, with the positive and approachable attitude, tenacity and innovative problem solving this requires.

Desirable knowledge, skills and experience:

- Demonstrable success in securing funding from lottery sources.
- Demonstrable success in securing funding from major donors.
- Line management experience.
- Marketing and communications skills, to ensure that fundraising is supported.
- Experience of developing a fundraising function.
- Personal experience of kinship care.

General attributes:

- Confident building trusted relationships with internal and external stakeholders.
- Organised with excellent attention to detail.
- Collaborative and enjoy working across internal teams and with external stakeholders.
- A creative and solutions focused person, happy using your own initiative and quickly seizing opportunities.
- Able to digest complex information quickly, and communicate it clearly and compellingly to others.
- Flexible and willing to provide some out-of-hours cover and travel for work occasionally.
- Commitment to the values, aims and objectives of Kinship.
- Commitment to equal opportunities and diversity and a respectful approach to working with people from a range of backgrounds.
- Excellent written and spoken English.
- Permission to work in the UK.

How to apply:

Apply with a **CV and 1-2 page cover letter** to recruitment@kinship.org.uk, along with a completed Equal Opportunities questionnaire which can be found on our website.

Your cover letter must set out skills and experience as outlined in the person specification..

Interviews will be arranged as suitable candidates are identified, so early application is strongly advised.



What it means to work at Kinship:

Our vision:

A society in which kinship carers and the children they care for are **recognised, valued** and **supported**.

Our mission:

To ensure that kinship carers and the children they care for get the **support** and **recognition** they need.

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Knowing what you do helps kinship families that really need support.

Staff at kinship are caring, passionate and positive. Colleagues are genuinely nice to work with and care about each other as well as the kinship families we support. We are always innovating to better support kinship carers. **(Staff member at Kinship)**

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We want to offer you the best place to work. Our people are really friendly and incredibly passionate about working alongside kinship carers.

We want you to feel proud to work here and if you join us, we'll do our best to make that happen.



What we can offer you:



Community:

- Employee resource groups (including Equality, Diversity and Inclusion Committee and Wellbeing Committee).
- Staff away days.
- Regular social activities online and in person.



Flexible working:

- We operate flexible working practices which include working from home, varying start and end times of the working day, compressed hours and variable contract hours through the year.



Family:

- Our policies include compassionate, dependents, carers and bereavement leave that support the lives of employees who have additional commitments.
- We are proud that 20% of our current staff are kinship carers, and we are striving to lead the way as a 'Kinship Carer Friendly Employer'.



Health and Wellbeing:

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.



Holidays:

- 30 days annual leave, plus bank holidays (1 April to 31 March).
- We close for three days between Christmas and New Year, which will be deducted from your annual leave allowance.



Pay and pension:

- You'll be eligible and auto-enrolled into a pension scheme - we use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.



Learning and development:

- A key part of our People Strategy is to continue to develop and enhance the learning experience during your time at Kinship, and we are proud to offer many learning opportunities.



Cycle to work programme:

- This scheme enables employees to get tax incentives from cycling to work.

Our recruitment process:

As a charity we want to hire the best people to support our vision and mission. People who are values led, high performing and really passionate about doing their best for kinship carers.

We will guarantee interviews to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined.

We welcome applications from people from all sections of the community, irrespective of race, colour, sex, gender identity, age, disability, sexual orientation, religion or belief.

Kinship is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives, and we encourage applicants from those groups currently under-represented in our organisation and sector. Kinship operates a blind recruitment process in-house and any identifying information will be removed from your application prior to shortlisting.

Standard clauses:

- The post holder must at all times carry out their responsibilities with due regard to Kinship's Equal Opportunities Policy and Safeguarding Policy.
- Salesforce is our customer relationship management system (CRM) and all staff are expected to take accountability and responsibility for using it successfully as part of their day-to-day role to support the growth and impact of Kinship and better services for kinship carers.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of all Kinship offices.

Note: This job description is not exhaustive. Kinship reserves the right to add to or revise the job description at any time - the post holder may be required to undertake any other duties that fall within the nature of the roles and responsibilities as detailed in this document.

Any substantial or major changes will be negotiated with the post holder.

Candidates must have a willingness to work regular evenings and weekends as required (time off in lieu will be provided) and to travel nationally (when possible) to attend events.