



**Senior Fundraising Officer - Trusts and  
Foundations:  
Fundraising Team**

# Job Description:

**Job title:** Senior Fundraising Officer - Trusts and Foundations

**Responsible to:** Fundraising Manager

**Duration:** Permanent

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

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

**Salary:** £28,000 (outside of London); £31,256 (including London weighting)

## 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 are recruiting a senior fundraising officer – trusts and foundations, who will play a key role in our small and successful fundraising team. A confident and capable fundraiser, you will bring vital capacity to this side of our income generation and work closely with the CEO, Senior Leadership Team and fundraising manager.

This role is a new position, ideal for a creative and ambitious fundraiser who is seeking a role where there is an opportunity to develop and step-up professionally.

You will join a small fundraising team where from the start you will enjoy real responsibility. In this new role, you will work on a diverse range of funding proposals and have the autonomy to lead on the management of your own portfolio of funders. You will also work alongside senior staff including our CEO and Senior Leadership Team to develop larger, strategically significant proposals.

Although your main focus will be fundraising from Charitable Trusts and Foundations, you will have the chance to broaden your experience by working with the fundraising manager to develop and maintain the fundraising presence on our website and social media. You will also provide administrative support for the team, including keeping up to date records.

## Key roles and responsibilities:

- Building, cultivating and stewarding a portfolio of charitable trusts and foundations with the ability to give up to £30,000.
- Working with the CEO, Senior Leadership Team or fundraising manager to research, plan and create proposals for large, multi-year grants.
- Coordinating with programme teams to collect information needed for funding proposals and reports.
- Ensuring that compelling, accurate and bespoke funding proposals are created and submitted on time.
- Supporting the fundraising manager in reporting back to major funders.
- Working alongside the fundraising manager to maintain an up-to-date case for support.
- Coordinating and leading periodic small trust and foundation mailings.
- Developing excellent internal and external relationships at all levels to assist in the management of trust and foundation relationships, the development of proposals and reports.
- Playing an active role in the development and implementation of Kinship's fundraising strategy.
- Ensuring that all communications with donors are recorded appropriately.
- Keeping an accurate record of your fundraising activity.
- Support the maintenance of the fundraising pages on our website.
- Providing fundraising administration support including thanking donors and ensuring records on our CRM system are up-to-date.
- Working with the fundraising manager to ensure that fundraising content on our website is up-to-date
- Providing appropriate support to community fundraisers.
- Managing our online [Lawyers List](#).

## Person specification:

### Essential knowledge, skills and experience:

- Experience of successfully and independently securing five-figure donations from charitable trusts and foundations.
- Experience of independently managing a portfolio of charitable trusts and foundations.
- Ability to research, identify and develop individual approaches to charitable trusts and foundations.
- Experience of stewarding charitable trust and foundation relationships.



- Excellent interpersonal skills and the ability to build effective working relationships at all levels internally and externally.
- Well organised and able to prioritise a varied workload while working to deadlines.
- Excellent written and spoken communication skills.
- Self-motivated and able to work with minimal supervision within a small team.
- Resilient and able to manage the challenges of fundraising in a competitive external environment.
- Experience of using a CRM system/database.

### **Desirable knowledge, skills and experience:**

- Proven experience of managing a trust mailing programme (or similar fundraising activity)
- Understanding of GDPR.
- Knowledge of other areas of fundraising such as individual-giving, community fundraising or major donor fundraising.
- Strong IT skills in Microsoft Office packages including Word, PowerPoint and Outlook.
- Personal experience of kinship care.
- Experience of working in a fundraising role in the children and families' sector.

### **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 supporting statement** to **[recruitment@kinship.org.uk](mailto:recruitment@kinship.org.uk)**, along with a completed Equal Opportunities questionnaire which can be found on our website.

Closing date is **Monday 30 May** with interviews week commencing **6 June**.

**Interviews may 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.