



Children and Families Across Borders  
**FUNDRAISING MANAGER**  
Recruitment Pack  
August 2026

# ABOUT CFAB

**CFAB is the UK's only charity with a dedicated international children's social work team and the UK's sole member of the International Social Service (ISS) network.** We identify, protect and support children and families separated by international borders as a result of conflict, trafficking, migration, family breakdown and asylum-related issues.

Working with partners in more than 130 countries, we are experts in international social work, cross-border child protection, international care proceedings and overseas family placements, helping children remain connected to their families, identities and cultures wherever possible.

## ABOUT THE ROLE

**We are seeking an ambitious and experienced fundraiser to join CFAB at an exciting stage of our development.** This is a unique opportunity to help shape the future of a small charity with a global reach, securing sustainable income that enables children and families across borders to remain connected, protected and supported.

Fundraising is central to CFAB's long-term sustainability, generating almost 60% of the charity's £1 million annual income. As we deliver our new organisational strategy and strengthen our External Affairs function, you will play a key role in growing and diversifying income to support our future ambitions.

Trusts and foundations will be at the heart of your role, building on our strong portfolio of funders while developing opportunities across corporate partnerships, supporter stewardship, challenge events and other emerging income streams. Working closely with the Deputy CEO, you will lead the day-to-day delivery of our fundraising strategy, develop new opportunities and help strengthen CFAB's fundraising capability.

As our senior operational fundraising lead, you'll have significant autonomy and the opportunity to influence organisational strategy while working as part of a collaborative team spanning fundraising, policy, communications and digital engagement. This role offers the chance to make a meaningful contribution to a growing organisation with an international impact.

You will also have the opportunity to recruit and line manage a Fundraising Coordinator from January 2027, helping to shape the next phase of CFAB's fundraising function.

**If this sounds like the opportunity for you, and you have the skills, experience and passion to succeed in this role, we'd love to hear from you.**

# JOB SPECIFICATION

keep reading to find everything you need to know about the role, including the key responsibilities, the skills, knowledge and experience we're looking for, and the terms of employment.

## Key responsibilities:

### 1. Strategy Delivery and Management

Working closely with the Deputy CEO, you will lead the delivery of CFAB's fundraising strategy, translating strategic priorities into operational plans that support sustainable income growth.

You will contribute to fundraising strategy, budgeting and income forecasting, monitor performance against agreed targets and ensure fundraising activity is effectively managed through Salesforce. You will identify opportunities to improve fundraising processes, strengthen fundraising performance and support the development and implementation of new income streams and fundraising initiatives.

### 2. Trusts, Foundations and Corporate Partnerships

You will lead CFAB's trust and foundation fundraising programme, developing and managing a portfolio of funders, partners and supporters to maximise long-term income. You will prepare and oversee high-quality funding applications, reports and pitches, ensuring all funder requirements and deadlines are met.

You will also develop and manage corporate fundraising opportunities, identifying prospective partners, preparing partnership proposals and supporting the growth of corporate income as a strategic priority. Working alongside the Deputy CEO, you will help shape the organisation's corporate offer and operate a shared account management model for strategic funders and high-value funding opportunities.

### 3. Relationship Management and Income Growth

Working with the Deputy CEO, you will lead the development and delivery of CFAB's stewardship strategy, strengthening relationships with existing supporters and creating meaningful supporter journeys for new donors. You will oversee donor communications, the supporter newsletter, and recognition processes, ensuring supporters understand the impact of their giving and remain engaged with CFAB.

You will also grow CFAB's challenge events programme, increasing participation, enhancing the supporter experience and developing challenge events as a sustainable source of unrestricted income.

Working collaboratively with the Deputy CEO, Digital Engagement and Outreach Lead, and Policy and Communications Officer, you will develop and deliver digital fundraising campaigns, including Big Give match funding campaigns, and a programme of fundraising events to grow and engage CFAB's supporter base.

## Key responsibilities continued:

### 4. Team Leadership and Fundraising Operations

You will line manage the Fundraising Coordinator, providing day-to-day leadership, coaching and support to ensure the effective delivery of fundraising operations.

You will oversee prospect research, fundraising administration, supporter stewardship, challenge events, Salesforce management and fundraising reporting, ensuring high standards of performance, accurate data management and effective collaboration across the fundraising function.

### 5. Governance and Representation

You will help prepare fundraising reports, pipeline updates, income forecasts and performance information for the Senior Management Team and Board of Trustees.

You will ensure fundraising activity complies with relevant legislation, the Code of Fundraising Practice, GDPR, Gift Aid requirements and organisational policies, maintaining the highest standards of fundraising governance and supporter care. You will represent CFAB externally with funders, corporate partners, supporters and sector networks, acting as an ambassador for the organisation and helping to strengthen its profile, reputation and long-term strategic relationships.

### 6. Additional Responsibilities

As a member of the wider management team, you will contribute to organisational planning, continuous improvement and cross-organisational projects. You will identify opportunities to strengthen fundraising systems, develop new ways of working and support the long-term sustainability of the organisation. You will also be expected to attend occasional evening and weekend events, meetings and networking opportunities, and to carry out your responsibilities in line with CFAB's policies and relevant legislation.

## WHAT SUCCESS LOOKS LIKE

### By the end of your first 12 months, you'll have:

- Built strong relationships with CFAB's trust and foundation funders, taking ownership of the trusts portfolio and delivering a high-quality programme of funding applications, reports and stewardship activity.
- Developed a stewardship strategy, supporter journeys and digital fundraising campaigns to strengthen engagement and grow our supporter base.
- Increased prospecting activity, strengthened fundraising pipelines and improved income forecasting through Salesforce.
- Supported the growth of corporate partnerships and other emerging income streams.
- Supported the recruitment and development of a Fundraising Coordinator.

# COULD YOU BE OUR NEXT FUNDRAISING MANAGER?

We're looking for someone who combines strong trusts fundraising expertise with excellent relationship management skills, strategic thinking and a passion for helping children and families across borders. If this sounds like you, we'd encourage you to demonstrate how your experience aligns with the criteria below.

## Essential Skills, Knowledge and Experience

*These criteria describe the core skills, knowledge and experience required to succeed in the role. Please ensure your cover letter demonstrates how you meet each of the essential criteria, providing examples where possible.*

1. A successful **track record of securing income through trusts and foundations** within the charity sector, with experience of developing high-quality funding applications, reports and funding proposals.
2. A **genuine passion for building long-term relationships** with supporters, funders and partners, together with experience of identifying and developing new fundraising opportunities.
3. Experience of **developing fundraising pipelines, supporter journeys and stewardship plans** that strengthen relationships and maximise long-term income.
4. **Excellent written and verbal communication skills**, with the ability to produce compelling fundraising materials and build effective relationships with a wide range of internal and external stakeholders.
5. **Experience of using CRM systems** (preferably Salesforce) and fundraising data to manage relationships, monitor performance and inform fundraising decision-making.
6. **Excellent organisational and project management skills**, with the ability to manage competing priorities, work independently and contribute strategically to the continued growth and diversification of fundraising income.

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## Desirable Skills, Knowledge and Experience

*The criteria below are not essential but will help us identify candidates with additional relevant experience. We encourage you to apply even if you don't meet every desirable criterion.*

1. Experience of fundraising within a children's, family support, social care or international charity.
2. Experience of corporate fundraising, challenge events, supporter stewardship or digital fundraising campaigns.
3. Experience of line management or supporting the skills and development of colleagues, volunteers or interns.

*This job description is a non-contractual document and may be changed at any time by CFAB. All employees are expected to be flexible over the tasks/duties and responsibilities of their roles in order to meet the needs of both of CFAB and our service users/partners.*

# WHY WORK FOR CFAB

**Every role at CFAB helps transform the lives of children and families separated by international borders.**

Whether you're raising vital funds, supporting children through complex international social work, influencing policy or enabling our services to grow, you'll play a direct role in helping children remain connected, protected and supported.

As a small charity with a global reach, you'll have the opportunity to make a visible impact, work collaboratively across teams and contribute to shaping the future of our organisation. Our values of professionalism, impartiality and respect underpin everything we do, creating a supportive and inclusive culture where everyone can thrive.

## STAFF BENEFITS

**We value our people and are committed to supporting your wellbeing, development and work-life balance. As part of the CFAB team, you'll benefit from our comprehensive benefits package, including:**

- 26 days annual leave, plus 2 personal days each year
- 5% employer pension contribution
- Employee Assistance Programme (EAP), including access to:
  - Private GP appointments
  - Mental health support
  - Retail and leisure discounts
- Flexible and hybrid working
- Time Off in Lieu (TOIL) policy for overtime
- 7 hours of volunteering leave each year
- Generous training and development allowance
- Long Service Awards
- Employee Recognition Awards
- Working from Home Equipment Fund
- Eye Care Scheme
- Regular staff social events

At CFAB, **Equality, Diversity and Inclusion is at the heart of everything we do.** As a cross-border, cross-culture children's charity, we believe that diverse perspectives make us stronger. **We're committed to creating a workplace where everyone is treated with respect, has equal opportunity to thrive and feels able to bring their whole self to work.**

# READY TO APPLY?

If you're excited by the opportunity to join CFAB, we'd love to hear from you. Below you'll find the key details about the role and information on how to apply.

## Key information:

**Reporting to:** Deputy CEO

**Start date:** As soon as possible

**Hours:** 35 hours per week

**Salary:** £40,000 - £45,000 (depending on experience and inclusive of London weighting)

**Flexibility:** Hybrid working (minimum two days per week in our London office)

**Contract:** Permanent, full-time

## How to apply:

If you'd like to apply, we'd love to hear from you! Please [CLICK HERE](#) to upload your **CV and a cover letter (maximum two sides of A4)** explaining how your skills, knowledge and experience meet the essential criteria **by 5.00pm on Friday 4 September 2026**.

**We are committed to creating a diverse and inclusive workplace and particularly welcome applications from people with a wide range of backgrounds, experiences and perspectives**, including (but not limited to) people with family overseas, people raised by non-biological parents, people from ethnic minority communities and people with health conditions or impairments. We believe diverse teams make better decisions and strengthen our ability to support children and families across borders.

CFAB is proud to be a member of the Experts by Experience Employment Network (EBE), which aims to increase the representation of people with lived experience across the charitable sector. **We encourage applicants to make use of the guidance and resources available through the EBE network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)) when preparing their application.**

We expect to hold first round interviews during the week commencing 14 September 2026.

## [TO APPLY CLICK HERE](#)

**We look forward to receiving your application and learning more about what you could bring to the CFAB team.**