



FUNDRAISING MANAGER, FUNDRAISING

Information for applicants for the post of:

FUNDRAISING MANAGER

Thank you for your interest in the above role. This pack tells you more about Kinship, how we work, and details of the role and the people you will be working with. It also gives information on how to apply.

Role details:

Job title: Fundraising Manager

Responsible to: Senior Fundraising Manager

Duration: Permanent

Location: Home-based (remote)

Working Hours: 35 hours per week (full-time). Flexible working considered, with a minimum of 21 hours per week (salary pro rata).

Salary: £45,491–£48,491 per annum, dependent on experience (inclusive of London Weighting, where applicable, and pro rata for part-time hours).

Direct reports: Senior Fundraising Officer

Leave allocation: 30 days annual leave, plus bank holidays, pro rata for part-time hours (1 April to 31 March).

About Kinship:

We are Kinship. The leading kinship care charity in England and Wales. We're here for kinship carers – friends or family who step up to raise a child when their parents aren't able to.

We are made by and for our community of kinship carers. Like family, relationships run deep. And we hear their experiences; for too long they have been isolated without the help they need.

We support, advise and inform kinship carers. Connecting them so they feel empowered. Because a child needs the love and warmth of a thriving family.

We develop research, campaigns and policy solutions. Creating positive change across society. Because for kinship families, love alone is not enough.

Through our work we harness frustrations to fuel passion for change. And tough experiences to inspire ideas that transform lives.

And as we see momentum building, we keep using evidence to demonstrate the value of kinship care. Helping kinship carers navigate challenging circumstances. Believing in a child's potential.

Join us. Together, let's commit to change for kinship families.

Purpose of the role:

This role will grow our Fundraising team capacity, with a specific focus on enabling submission of an increased number of high-quality applications to larger trusts, foundations and the National Lottery. You'll develop new applications from scratch, whilst also taking on a share of stewarding responsibility for our current portfolio of funders. You will also supervise our Senior Fundraising Officer, supporting them to feed into larger applications and to submit high-quality applications to small and medium-sized trusts and foundations.

The type of person we're looking for:

In an increasingly competitive environment, you'll bring significant experience of successful fundraising from trusts, foundations and lottery, ideally in a social sector context. Tenacious, proactive and with great attention to detail you will thrive on collaboration and have the organisational skills to balance multiple priorities effectively. Your communication skills will be well-honed. You'll be equally at home writing concise and engaging application content, engaging potential and existing funders face to face or on Teams/by email, and collaborating with colleagues on proposal development, often in a facilitation role.

What you'll be doing:

Key responsibilities:

- Research potential funders, aligning their specific interests to Kinship's current work and future strategic priorities to identify strong prospects for our pipeline
- Contribute to the development of a strong case for support for Kinship's work, including specific services and our core activities
- Prepare and write engaging proposals, applications and presentations for funders
- Undertake direct correspondence with potential funders as appropriate to support applications for support
- Prepare, and contribute to the preparation of, budgets as required for applications and proposals
- Act as lead relationship manager for key funders as required, including playing a coordinating role with colleagues to ensure the timely planning and delivery of related funder acknowledgement and reporting
- Maintain accurate records using Salesforce and other systems as required, complying with policies on confidentiality, data protection and fundraising good practice
- 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.

Knowledge, abilities, skills and experience:

Essential:

- Demonstrable success in securing six figure funding from trusts and foundations, and from National Lottery.
- Experience of building a strong funding pipeline and generating new leads.
- 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 of bids to meet organisational objectives.
- Persuasive presentation skills.
- Experience of maintaining accurate records using a CRM system, complying with policies on confidentiality, data protection and fundraising good practice.
- 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.
- Strong analytical skills with the ability to accurately process data to evidence need and impact.
- Excellent attention to detail and ability to prioritise and focus, providing work that is timely, accurate and high quality.
- Commitment to professional development, seizing opportunities to learn new skills in a developing role.
- Enthusiasm for working collaboratively in a busy charity, including with senior leaders, with the positive and approachable attitude, tenacity and innovative problem solving this requires.

Desirable:

- Line management experience.
- Experience of working within a children's social care or social care charity in the UK.
- Experience of using Salesforce.
- Marketing and communications skills, to contribute to acknowledgement and other fundraising-related comms.

- Personal experience of kinship care.

Your main relationships will be with:

- Senior Fundraising Manager
- Senior Fundraising Officer
- Executive Team members
- Colleagues across the organisation for co-development of applications, and funder reporting
- Existing and prospective funders

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.

"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)

We want to offer you the best place to work. Our people are 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.

Our Kinship values:

Be bold

We fight for what's right with focus and determination

- Be driven by evidence and deliver quality
- Innovate bravely, fail fast and learn quickly
- Challenge constructively to move us forward



Be stronger together

We see the bigger picture of our work and value collaboration to drive impact

- Recognise and value the part everyone plays
- Bring different strengths and expertise together with purpose
- Ask whose voice and experience may be missing



Step up

We all take responsibility for changing lives and changing the system

- Actively seek and share knowledge
- Step in with ideas and solutions
- Ask for and give honest feedback



Put people first

We care about each other and create spaces where people feel they belong and can thrive

- Bring people together to share experiences and celebrate success
- Listen with curiosity not judgement
- Support with understanding and compassion



Equality, diversity and inclusion:

Kinship is committed to championing equality, diversity and inclusion. We believe our work is greatly enhanced by the varied backgrounds, experiences and views represented within our teams. We aim to create inclusive teams, celebrate differences and encourage everyone to join us and be their true self at work.

We therefore encourage applications from anyone who fits our values, whatever their religion or belief, sex, gender identity, race, age, sexuality or disability and are actively seeking candidates that can bring real innovation and commitment to us.

Candidate application information:

Please refer to the job description for this role to check that you meet the criteria in the "knowledge, skills and experience" section that are necessary for the job.

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 in the job description.

Please tell us if there are any reasonable adjustments we can make to assist you in your application.

If you have a disability that you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

How to apply:

For this role, **Kinship will shortlist and interview on a rolling basis** and we reserve the right to close applications early should we find the right candidate before the closing date. **Please apply early!**

Any applications arriving after the closing date, will not be considered for shortlisting unless there are exceptional reasons.

Please apply for the role of **Fundraising Manager** by sending a **CV** and **cover letter (no more than 2 pages)** detailing how you match the requirements for the role, to the advertisement on <https://www.charityjob.co.uk/>. Please use examples to demonstrate your experience.

Please include your notice period / earliest availability to start.

Some tips for your application:

- Make sure you've read the job description and the essential requirements – make sure your application reflects those points in the requirements very clearly.
- Tell us why you want to work for Kinship. We're interested in working with people who share our values. You can read about our values above.
- Keep your response clear – use bullet points and short paragraphs if that helps. It will help the recruitment team focus on your knowledge, skills and experience.
- Don't go over 2 pages on your covering letter.
- Please do not use AI tools like ChatGPT to produce your answers. We use software to check, and your application will be rejected if you do.

Key dates:

Apply:

Via [CharityJob](#)

Application deadline:

9am on Monday 2 November 2026

Interviews:

First stage interviews will be held online. Second stage interviews for selected candidates will be held face to face at our HQ in London.

If you would like further information or an informal chat about this role, please contact **Rebecca Fearnon** (Senior Fundraising Manager) on Rebecca.Fearnon@kinship.org.uk. Please note that Rebecca will be away during the week commencing **19 October**. During her absence, please direct any enquiries to Recruitment@kinship.org.uk

Conditions of employment and what we offer:

Working hours:

The working week is currently 35 hours per week from Monday to Friday. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded, for example some weekend working or a requirement to attend evening meetings. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

Holidays:

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

Flexible working:

Kinship will consider applications for flexible working arrangements. Kinship will enable as many jobs to be open to job sharing as is operationally practicable.

Learning and development:

We are committed to developing and enhancing the learning experience during your time at Kinship, and we are proud to offer many learning opportunities.

Health and wellbeing:

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Salary Extras (Discounts on highstreets brands, online retailers and cinema tickets)
- Charity Worker Discount

Travel:

For this role, there may be occasional travel within the UK. There may also be, on occasion, the need for overnight stay. Reasonable travel, subsistence and hotel expenses will be covered using the Charity's expenses procedures.

Pension scheme:

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements. We use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.

Probationary period:

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post.

Community:

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

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 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.

Standard clauses:

- This role will require satisfactory Disclosure and Barring Service (DBS) clearance.
- 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.