Senior Fundraising Officer



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Lusiana lives in a community vulnerable to climate change in Fiji. The disaster preparedness and response planning in her village has been inclusive.

CBM UK
www.cbmuk.org.uk 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Working with a supportive, flexible employer

Thank you for your interest in joining the CBM UK team.

We are committed to promoting diversity, equity, and inclusion in all that we do. We are accredited as a Disability Confident Employer, a Living Wage Employer, a "We Show the Salary" Employer, and a supporter of the Age-Friendly Employer Pledge. These recognitions reflect our dedication to creating a fair, inclusive, and supportive workplace for everyone.

If you need any support or reasonable adjustments during the recruitment process, please don't hesitate to contact us at email us.

At CBM UK, you would be joining a very supportive and collaborative community, working with a friendly team who are incredibly passionate about their work. The wellbeing of our team is central to how we work. We encourage a healthy work-life balance, offering hybrid working up to 50% working from home. Part of what makes our organisation special is the collaborative culture we've cultivated, which relies on spending quality time together in the workplace, which enables the opportunity to build the strong relationships that are core to our team dynamic.

Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully paid training or study where appropriate.

CBM UK's main office is in central Cambridge. We have a wonderful and accessible modern office building which is located nearby to Stourbridge Common and the River Cam.

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values, welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We do not proselytise, and we work with partners of all faiths and none, according to the greatest need.

Who we are

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.

With 35 UK staff, we're part of a Global Federation working in 26 countries. This is a truly exciting time to join us as we embark on an ambitious new strategy, as we fight to end the cycle of poverty and disability.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We Champion Inclusion

We challenge discrimination and embrace diversity. We work with people of all faiths and none and we strive to build a just and equitable world in which all people are included, loved, valued and respected.

We Strive for Justice

We challenge injustice and equip others to exercise their rights. We serve with compassion those in greatest need, regardless of race, gender, age or religious belief.

We Pursue Excellence

We creatively innovate and pursue continual improvement so that we can maximise our impact and bring about tangible change in the lives of those others leave behind.

We Embrace Partnership

We can achieve more when we work with others. We learn together with our partners, communicate respectfully and honestly, and we value everyone’s unique contribution.

We Live with Integrity

We live responsibly and with honesty.





About the Role

Place of work	1 Munro House, Mercers Row, Cambridge, CB5 8HY With up to 50% working from home option
Salary	£35,390 to £37,530 depending on experience (this will be pro-rata if any part-time hours were agreed).
Hours	37.5 hours per week full time. Up to 80% part-time hours would be considered.
Reports to	Head of Trusts and Major Donors

Purpose: This vital role will work with the Head of Trusts and Major Donors to build and grow our trust and major donor relationships over the next five years and beyond. As well as building upon current relationships, you will identify, research and cultivate relationships with charitable trusts and major donors to raise restricted and unrestricted income - with a focus on donors and trusts giving £5k - £100k annually.

The role will also provide support for the Partnership Development team to carry out prospecting and research to ensure that all high-value fundraising initiatives are coordinated, monitored and maximised. The postholder will work closely with the Head of Trusts and Major Donors, the Public Fundraising and Partnership Development team members and external consultants, and in collaboration with our colleagues in the Programmes Team.

Key Responsibilities

1. New business acquisition (25%)

a. Researching new individuals and trusts to build a prospect list for future funders, using our database (Salesforce), available lists and external databases. Assessing the potential for active, lapsed and prospective donors to support CBM and recording accordingly.
b. Carrying out due diligence on potential prospects to ensure that all new supporters align with our Ethical Funding Policy.
c. Recommending tactical next steps for engagement with new individuals and trusts, for approval by the Head of Trusts and Major Donors.
d. Supporting the Partnership Development team on identifying and researching new partnership prospects and opportunities.

2. Stewardship and cultivation of current and active donors (25%)

a. Developing and implementing tailored stewardship plans, so that individuals / trusts are engaged in a bespoke manner, and that application and reporting deadlines are met.
b. Leading on the production and submission of applications, proposals and initial approaches (by post, email and, to a lesser degree, phone) to Major Donors and Trusts and following up as required.

c. Reporting to donors in a formal or informal way, as appropriate, to ensure they are kept up to date with CBM and project developments.
d. Organising, facilitating and attending face-to-face and online meetings with high-level donors/ trusts, including organising dates and venues, and creating Meeting Briefs for all attendees to ensure positive outcomes.

3. Proposal and Report Writing (30%)

a. Designing and crafting compelling proposals, reports, project timelines and budgets that meet the bespoke needs of donors whilst meeting the needs of CBM and our Programme delivery colleagues, within agreed deadlines.
b. Working with members of the Programmes Team to ensure the accuracy of proposals / reports, and with members of the Fundraising and Communications teams to ensure consistency of messaging.
c. Working with the Programme and the Partnership Development Teams to develop new projects/ themes/ appeals for potential projects.

4. Other Duties (20%)

a. Coordination and maintenance of the High-Value prospects and pipeline across Major Donors and Trusts and Partnership Development teams.
b. Helping to develop the Annual Forecast Budget for the Team and providing updates on the pipeline and progress against targets.
c. Support the Major Donors and Trusts and Partnership Development team members in ensuring all information, donor and partnership activity is recorded and kept up-to-date on our supporter database (Salesforce) and programme management database (Global Online) to fully-inform any approaches / meetings.
d. Providing proof-reading and copy-editing support to colleagues.
e. Monitoring the activity of related organisations and the fundraising sector, identifying changes, predicting trends and making recommendations as necessary.
f. Helping to develop a culture of enthusiasm and success, reflecting the ambitions of CBM, and promoting positive working and innovation.
g. Ensuring that the values of CBM UK are understood by external partners and always reflected in communications.
h. Carrying out any additional duties as required by the Head of Trusts and Major Donors and Director of Fundraising, Impact & Communications

Person specification

All of the following **essential** and **desirable** requirements will be assessed from a combination of information provided from the application and interview process.

Experience & Knowledge	
Successful track record of securing high-value gifts from individuals and/or trusts, at the 5-figure level or more.	Essential
Some experience of identifying and cultivating cold prospects, through research and networking.	Essential
Experience of successful stewardship of trust and major donor contacts to yield repeat or increased gifts.	Desirable
Understanding and appreciation of different supporter motivations, triggers for giving, values and beliefs.	Desirable
Some basic understanding of legal, financial and ethical considerations related to fundraising from Trusts and Major Donors.	Desirable
Skills, Competencies & Personal Qualities	
Excellent organisational skills, with the ability to prioritise multiple tasks to ensure deadlines are met and to manage complex projects. Able to plan, work strategically and under pressure.	Essential
Excellent communication skills. Able to understand complex reports and present them in a supporter-facing context, both verbally and in writing.	Essential
Sympathetic with Christian values.	Essential
Able to communicate effectively, clearly and diplomatically both verbally and in writing, and in group and one-to-one settings. Excellent English language skills.	Essential
Robust, ‘can-do’ attitude that thrives on challenges and is target driven.	Desirable
Excellent negotiating skills.	Desirable
Ability to contribute meaningfully to budgetary planning.	Desirable
Qualifications, Training & Education	
Adept in MS Office, including good working knowledge of Word and Excel.	Essential
Knowledge of international development.	Desirable
Experience of using a CRM database to record all interactions with donors.	Desirable

Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We encourage staff to further their skills and careers and, where appropriate, may support access to study and training opportunities.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 5%. With the option of salary exchange.
- Group Life Insurance for all employees, which is equivalent to 2 x your annual salary.
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service.
- Bike to work scheme.

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

Use of Curriculum Vitae

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such your CV should be accompanied by a completed application.

Shortlisting and Interviews

All applications are subject to our shortlisting process. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

How to apply

More information about CBM can be found by visiting our website. We are happy to answer any questions you may have. Please email our Recruitment Team or call us on 01223 484700.

Application forms can be downloaded from our website. Please email your completed form and Curriculum Vitae to recruitment@cbmuk.org.uk

Closing date for the receipt of applications is 9am, Monday 30th November 2026.

We look forward to receiving your application.

