**JOB DESCRIPTION & PERSON SPECIFICATION**

**Job title**

Fundraising Manager

**Overall role**

To support Kids Kabin’s charitable objectives by coordinating fundraising, promoting the charity and developing new sources of income.

**Key tasks**

* To lead the development of the fundraising strategy, working with the executive team
* To coordinate the completion of regular applications to trusts and foundations and research new opportunities
* To coordinate and support the completion of the monitoring and reporting requirements of these funders
* To develop relationships with local businesses and other corporate supporters
* To develop support for Kids Kabin from private donors and the ‘Friends of Kids Kabin’
* To promote online donations and other forms of fundraising through the Kids Kabin website, social media and other media
* To explore and develop innovative approaches to income generation including the selling of Kids Kabin services, fundraising events and other approaches.

**Person specification**

* Committed to the values of Kids Kabin – Respect, Opportunity and Creativity – and to supporting children living in poverty
* 2 years’ experience of fundraising (or comparable experience)
* Organised and efficient with an excellent attention to detail
* Excellent communication skills
* Initiative to work alone as well as strong team working skills

**Terms and conditions of employment**

* 18.5 hours per week worked flexibly over 3 to 5 days.
* Annual salary. Actual £13,000 for 18.5 hours. Full time equivalent £26,000.
* Pension – 5% employer contribution
* Holidays – 5 weeks plus public holidays (pro rata)
* Flexible working conditions