



JOB TITLE:	Fundraising & Partnerships Manager
RESPONSIBLE TO:	Director of Fundraising
HOURS OF WORK:	30-35 Hours Per Week - Permanent
LOCATION:	Home Based
DURATION: SALARY / GRADE:	Grade 6.4 (£36,043) PA FTE

KEY WORKING RELATIONSHIPS

- Fundraising Team
- Nation Directors
- Public Affairs and Communications Team
- Membership Team
- Donors, Volunteers and families

ABOUT YOU

You will have proven experience in fundraising, business development, or partnership management, with a track record of generating income and building strong external relationships. Ideally, you will have experience developing fundraising plans, pipelines, or income streams from an early stage, and will be comfortable working in an environment where processes, opportunities, and supporter journeys are still evolving.

You will be confident identifying and pursuing new opportunities, developing compelling proposals and cases for support, and managing relationships with a wide range of stakeholders, including corporate partners, community fundraisers, volunteers, and individual supporters.

We are looking for someone who is proactive, self-motivated, and creative, with strong communication and relationship-building skills. You should be comfortable working independently while also collaborating effectively with colleagues across fundraising, marketing, and operational teams.

Most importantly, you will be motivated by the opportunity to help grow sustainable income that supports children, young people, and families across the UK.


PURPOSE OF THE ROLE

We are looking for a confident, ambitious, and entrepreneurial Fundraising Manager to help grow sustainable income for Adoption UK by building and developing strong relationships with corporate partners, supporters, volunteers, and local communities.

This is an exciting opportunity for someone who enjoys creating fundraising plans from the ground up, developing new partnerships, and turning ideas into sustainable income. The role is ideally suited to someone who thrives in a developing fundraising environment and is motivated by the opportunity to shape and grow underdeveloped income streams into long-term success.

This is an opportunity to help shape the development of a strategic and sustainable approach to fundraising, while continuing to deliver hands-on income across a diverse portfolio

MAIN DUTIES AND RESPONSIBILITIES

- Supported by the Director of Fundraising, take ownership of developing, delivering and monitoring fundraising events and activities in line with our fundraising strategy.
 - Lead on key income streams to maximise net income and develop sustainable income streams for short, medium and long-term growth.
 - Monitor and evaluate progress against plans using management information and budgets to produce reports and forecasts as required
 - Deliver effective supporter journeys to improve supporter experience, retention, and long-term engagement.
 - Work alongside the Director of Fundraising to develop and implement processes and policies.
 - Grow and diversify income across corporate partnerships, community fundraising, events, individual giving and digital activity.
 - Develop compelling proposals and pitches for corporate partners, clearly articulating social value, impact and return on investment.
 - Build and manage a strong corporate prospect pipeline using research, data and structured follow-up to convert opportunities. Identify opportunities to sponsor projects and activities.
 - Collaborate with marketing colleagues to develop assets and digital campaigns to support fundraising appeals and events.
 - Work with all Adoption UK teams to support local fundraising activities in each of the four nations including membership and community teams.
 - To ensure good working practices in line with Equality and Diversity policies and a pro-active approach is taken to equality, diversity and inclusion issues.
 - In compliance with the Code of Conduct, demonstrate high standards of personal conduct, courtesy and integrity.
 - Ensure full compliance with Adoption UK's Safeguarding policies and procedures, reporting concerns in line with internal policies.
 - Any other duty as required by the line manager commensurate with the post.
- 

PERSON SPECIFICATION

Knowledge and Experience

- Experience of a fundraising, marketing, or event management role (E)
- Experience of delivering multiple projects on time and to budget (E)
- Ability to devise operational plans and deliver them effectively, and proven experience of planning and managing income generating activities and events (E)

Qualification and Education

- Professional fundraising qualifications (D)
- Marketing qualifications (D)
- Event Management qualifications (D)
- CIOF Diploma in Fundraising Management/equivalent professional experience/membership of CIOF (D)

Skills and Abilities

- Delivers high quality work with minimal supervision and direction (E)
- Able to demonstrate excellent written and verbal communication skills, be competent with Microsoft Office (E)
- Ability to assimilate and analyze financial and statistical information, including budget monitoring, management, and financial control (E)
- An exceptional administrator and coordinator with excellent organisation and writing skills (E)
- Communicate, engage and secure positive external relationships with stakeholders and supporters (E)
- Has the capacity to deal with complex issues and is good at problem solving (D)
- Self-starter, used to working to deadlines and delivering against KPIs (E)
- Able to work communicate and engage with internal senior stakeholders effectively (E)

PERSON SPECIFICATION

Accountability

- Developing fundraising opportunities (E)
- Event administration (D)
- Stewardship and relationship management (E)
- Contribute to departmental strategic goals, in liaison with the Director of Fundraising (E)

Behaviours

- Takes pride in Adoption UK and promotes its values and mission in all interactions with external stakeholders.
- Demonstrates commitment to equality, diversity and inclusion in all aspects of role at all times.
- Contributes to an open and honest culture
- Encourages challenge and creativity, transparency and consistency.
- Leads by example.
- Offers outstanding service to members.
- Promotes cross functional team working, sharing skills and knowledge
- Communicates clearly, seeking clarity when unclear and valuing the opinion of others.
- Valuing the opinion of other. Treating colleagues and other stakeholders with respect.
- Takes pride in own development, committed to achieving high standards and agreed objectives.

This role profile is a guide to the nature of the work required and may involve other such duties as deemed necessary by the Organisation. It is not wholly comprehensive or restrictive. The role profile will be reviewed with the post-holder at significant points for the Organisation.

Postholder is expected to abide by all organisational policies, codes of conduct and practice, and to work within a framework of equal opportunities and anti-discriminatory practice.

Timetable:

Shortlisting is usually carried out within 10 working days of the closing date, and you should be notified of an outcome within fifteen working days of the closing date. The panel will shortlist based on those applicants who best meet the criteria for the role.

The closing date for this role is 9am 25th June. However, Adoption UK reserves the right to end the application period sooner so we would recommend you complete the application form as soon as possible. The date(s) scheduled for interviews will be 9th July. These dates may be subject to change and applications will be advised in advance should this happen.

Queries:

If you have any queries on any aspect of the recruitment process please contact People Services either by email peopleservices@adoptionuk.org.uk or telephone 01295 752253.

If you would like additional information or wish to have an informal discussion about the role, please contact peopleservices@adoptionuk.org.uk.

Key Dates:

CLOSING DATE:	9am 25th June
SHORTLIST DATE:	W/C 29th June
INTERVIEW DATE:	9th July