



Job Description: Fundraising Officer

Position:	Fundraising Officer
Salary:	£23,480 per annum
Hours:	Full time, compressed hours considered
Location:	Home based (UK, with minimum monthly travel)
Contract:	Permanent contract with a 3-month probationary period
Reporting to:	Head of Fundraising
Start Date:	1st April 2024
Application Deadline:	Application deadline is Friday 14th February 2025

Interviews will be held via video conference the week of the 17th February 2025

About Kids Club Kampala

Kids Club Kampala is a UK charity with a Christian ethos that works to transform the lives of children in the slums of Kampala in Uganda. We help children and families in Uganda to survive and to thrive by providing for both their immediate needs and strengthening their futures through community outreach, protecting, educating, and skilling. We work in partnership with our team in Uganda who passionately lead and implement our projects which are a life line to some of the most vulnerable children in the world.

About the Role

We are looking for a committed and passionate Fundraising Officer to help support the day-to-day fundraising functions of our growing charity. As part of our friendly, supportive team, you'll play a crucial role in keeping us organised and driving the charity forward during this exciting stage of our development. The Fundraising Officer will work as part of the UK fundraising team to meet or exceed ambitious fundraising targets, enabling us to expand our impact to more children in Uganda.



Job Description

Individual Giving

- Managing the School Sponsorship Project
- Conducting supporter calls with individual givers
- Producing content for supporter updates and donor journey's
- Monitoring internal donor trends and analysing individual giving data

Grants & Institutional Fundraising

- Undertaking research and identify eligible grant opportunities
- Identify and research new opportunities for funding partnerships with trusts and foundations and other potential new donors / partners
- Write applications and reports for funding, including supporting the major donor team as required
- Support with writing cases for support and updating question banks
- Stewardship of grant funders including the submission of grant reports

Donor Stewardship

- Support with implementing the Donor Stewardship Process
- Responding to supporter enquiries via email, phone and post
- Investigation and resolution of queries and feedback to continually improve the supporter experience
- Updating supporter records via our CRM

Fundraising Support

- Support with implementing the Fundraising Plan
- Providing support with fundraising appeals and events
- Opportunities to support with legacies and major donors

Supporting the UK team

- Line management of volunteers and interns
- Providing strategic support to the rest of the UK team as required
- Managing the impact story database
- Supporting with the quarterly impact report & statistics



Person Specification

We welcome applicants from all backgrounds, whether or not you have a degree. If you meet **most** of the following criteria, we encourage you to apply.

Essential Skills and Experience

- Strong commitment to our mission and values.
- Experience working or volunteering within fundraising.
- Excellent organisational and time management skills.
- High attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office / Google Workspace.
- Ability to work both independently and as part of a team.
- Adaptability and the ability to prioritise tasks in a fast-paced environment.

Desirable Skills (but not essential – we're happy to support your development!)

- Experience with using a CRM.
- Experience with individual giving or grant fundraising.
- Experience working or volunteering in the charity sector.
- An interest in international development.

What We Offer

- **Annual Leave:** 25 days of annual leave pro rata, plus 8 public holidays and an additional day off for your birthday.
- **Flexible Working:** Fully remote working with flexible hours.
- **Pension:** 5% employer pension contributions.
- **Professional Development:** Individual training and development plan, with ongoing investment in your growth.
- **Project Visit:** Option to visit Uganda after your first year of employment.
- **Team Wellbeing:** Monthly team meet-ups, an annual wellbeing day, and a Christmas get-together.
- **Training Days:** Annual training days and a dedicated training budget.



**Kids Club
Kampala**

Kids Club Kampala
Helping vulnerable kids in Uganda survive and thrive
www.kidsclubkampala.org
UK Charity no. 1152451

How to apply

To apply, please email your CV along with a covering letter, detailing why you are applying for the job and how you meet the person specification to info@kidsclubkampala.org before the closing date of Friday 14th February 2025. Interviews will be held via video conference the week of the 17th February 2025.

If you have any questions or need further information about the role, please feel free to reach out via email info@kidsclubkampala.org or call us on **07971601154**.

Our Commitment to Diversity and Inclusion

At Kids Club Kampala, we are committed to building an inclusive organisation where diversity is celebrated, and everyone feels they belong. We actively encourage applications from people of all backgrounds, particularly those from underrepresented groups. Please note, you must be eligible to work in the UK to apply for this position.