



Job Description: Trusts & Foundations Manager

Position:	Trusts & Foundations Manager
Salary:	Full Time Equivalent salary of £35,000 per annum
Hours:	4 days (28 hours) per week (0.8 FTE), full time or compressed hours considered
Location:	Home based (UK, with minimum monthly travel)
Contract:	Permanent contract with a 3-month probationary period
Reporting to:	Head of Operations
Start Date:	May 2026
Application Deadline:	Application deadline is Friday 27th March 2026
	Interviews will be held via video conference the week of the 6th April 2026

About Kids Club Kampala

Kids Club Kampala is a children's charity with a Christian ethos working across East Africa.

Our mission is to transform children's lives, empower communities, and reduce poverty throughout East Africa. We do this by meeting children's and families' immediate needs and strengthening their futures through child protection, access to education and family strengthening. Together, we can help more children not just survive but thrive.

We envision a world where every child has the opportunity to reach their full potential. By remaining child-centred and prioritising the needs of the poorest, by 2035 we will have made a tangible impact in over 5 million lives.

About the Role

We are looking for an enthusiastic and experienced Trusts & Foundations Manager to join our small but highly effective team, helping to raise funds and awareness of the work of Kids Club Kampala through grant fundraising. We have grown significantly in recent years and last year expanded our work from



Uganda to across East Africa. Grant fundraising remains one of our primary income streams and the Trusts & Foundations Manager will build on our strengths and successes in this area, developing our existing relationships and working to generate new partnership opportunities.

Job Description

Strategy & Pipeline Development

- Develop and execute an annual Trusts & Foundations strategy to meet income targets and diversify the portfolio.
- Research, prospect and cultivate our grant funding pipeline of international funding opportunities.
- Maintain an up to date knowledge of the broader grants fundraising environment.

Bid Development & Proposal Writing

- Write high-quality, evidence-based proposals that translate East African programme data into persuasive narratives.
- Collaborate with the Head of Finance on project budgets and support the Finance & Grants Officer with research, applications and reporting.
- Develop bespoke bids for institutional funding applications while maintaining the integrity of operational goals.

Partnership Management & Stewardship

- Manage a portfolio of existing donors, building long-term partnerships through proactive engagement.
- Provide bespoke updates and support the CEO with preparing and presenting at virtual or in person meetings.
- Execute strategies to move one-off grants toward multi-year commitments for sustainable income.
- Support to develop and expand our corporate partnership portfolio.

Impact Reporting & Grant Management

- Produce accurate, high-quality progress and impact reports.
- Maintain precise CRM records, tracking all reporting deadlines.
- Monitor grant expenditure and milestones, flagging potential risks or deviations to senior leadership.



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

- Commitment to our mission and values.
- Experience working in the charity sector.
- Strong track record working within grants fundraising.
- Excellent written and verbal communication skills.
- Ability to craft compelling narratives and proposals.
- Experience working with budgets and financial information.
- Excellent organisational and time management skills.
- High attention to detail and accuracy.
- 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.

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 East Africa after your first year of employment.
- **Team Wellbeing:** Quarterly team meet-ups, including an annual wellbeing day, and a Christmas get-together.
- **Training Days:** Annual training days and a generous training budget.

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 27th March 2026. Interviews will be held via video conference the week of the 6th April 2026.



**Kids Club
Kampala**

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

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.