

Children and Families Across Borders
Recruitment Pack



About CFAB

CFAB is the only UK charity with an international children's social work team and the only UK member of the International Social Service (ISS) network. We identify and protect the most vulnerable children who have been separated from their families in complex and often dangerous situations due to conflict, trafficking, migration, family breakdown or asylum-related issues.

Working with partners in 130 countries, we are experts in social work in an international context, cross-border child protection cases, care proceedings requiring cross-border cooperation and overseas placements.

WHY WORK FOR CFAB?

Everyone in our diverse and friendly team helps to make a positive difference to the lives of children who have become separated from their families. There are lots of ways to make an impact. From raising funds, to social work, to influencing policies and planning budgets, each role contributes to our vision of ensuring every child has access to care, protection and a safe family environment.

Our values of professionalism, impartiality and respect underpin everything we do to provide care and protection for children in need, and to reunite them with family wherever possible. These values also provide a framework for the way we work at CFAB.

Staff Benefits

We value our staff and provide a competitive package of benefits which includes:

- 26 days of annual leave plus 2 personal days per year
- 5% Employers Pension Contribution
- An Employee Assistance Programme with access to private GP appointments, mental health support and retail and leisure discounts
- Flexible and hybrid working
- A Time Off in Lieu (TOIL) policy for overtime
- 7 hours of volunteering leave per year
- A generous training allowance
- Long-term Service Awards
- Employee Recognition Awards
- Access to a Working from Home Equipment Fund
- Eye Care Scheme
- Regular Social Events

Job Title: Director of Fundraising (rising to Deputy CEO)

Reporting to: CEO

Start Date: asap

Hours: 35 hours per week

Salary: competitive

Contract Type: permanent

Application deadline: 14 September 2025

Job Outline:

We are seeking someone, with deep expertise in major donor engagement, to lead our fundraising, policy and communications teams, alongside senior management team projects. This is the perfect opportunity for an experienced fundraiser who wishes to transition into a senior leadership role. The ideal candidates will have held a managerial role encompassing multiple high-value income streams.

To apply, please send your CV and covering letter to jobs@cfab.org.uk. Job share applications will be considered. All applications must be received by midnight, Sunday, 14 September 2025. First round interviews will take place on 22 or 23 September. Second round interviews will take place on 3 October. Please ensure you are available on all days.

As a cross-border, cross-culture children's charity, Equality, Diversity and Inclusion is at the heart of what we do. We are committed to fostering a workplace that promotes mutual respect and allows equal opportunity for all. We seek applications for candidates with diverse backgrounds including, but not at all limited to, family overseas, experience being raised by non-biological parents, ethnic minority communities and people with health conditions or impairments.

We are proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

Key responsibilities:

1. Strategy and Management

A core responsibility of this role is to lead and inspire CFAB's fundraising team to deliver sustainable and growing income across a diverse range of streams, including trusts and foundations, corporate partnerships, individual giving, events, and new income opportunities. You will drive the development and implementation of a comprehensive fundraising strategy aligned with CFAB's mission and long-term goals, underpinned by robust financial planning and performance monitoring. By analysing sector trends and internal data, you will identify priority areas for growth and innovation, ensuring the team is equipped to meet ambitious targets. You will oversee the effective use of our Salesforce CRM system, ensure compliance with Gift Aid regulations, and maximise sponsorship opportunities. Working closely with the CEO and Board, you will provide expert insight on fundraising trends, risks, and opportunities, while cultivating relationships with high-value donors and partners. You will ensure income diversification, oversee all major fundraising streams, and lead your team of three with clear objectives, accountability, and a shared commitment to excellence.

Through strategic leadership and a collaborative approach, you will help secure the resources needed to advance CFAB's vital work and long-term impact.

2. Major Donor and Corporate Partnerships

You will deliver CFAB's major donor fundraising programme, overseeing all related cultivation activities and events linked to major donors and individual giving. You will develop and implement a year-round supporter engagement strategy, creating clear supporter journeys aligned with a calendar of events and communications designed to deepen relationships and maximise philanthropic support. You will support major donors in hosting their own cultivation events to expand CFAB's network and grow the pipeline of prospective supporters. In addition, you will explore opportunities to develop legacy fundraising and corporate partnerships as emerging income streams.

3. Marketing and Public Affairs

You will provide strategic leadership to CFAB's communications and policy functions, line managing the Communications and Policy Manager to ensure alignment with organisational goals. You will oversee the development and approval of all campaigns and communications materials, securing pro-bono support or sponsorship where appropriate. You will contribute content for the biannual Patron and Donor newsletter and work closely with the CEO to shape and deliver consistent and impactful policy messaging. You will proactively monitor new funding opportunities from institutional donors such as FCDO, UNHCR, and UNICEF, consulting with the operational team to assess suitability and leading the development of multi-stage bid applications. You will be responsible for ensuring the successful delivery of any resulting projects. In coordination with the CEO, you will maintain and strengthen relationships with institutional funders, ensuring CFAB's reputation and visibility are upheld. You will also collaborate the Communications Manager to ensure consistent messaging and compelling donor engagement as well as communication with our local authority stakeholders, oversee the creation and execution of fundraising campaigns and appeals.

4. Impact and Storytelling

You will lead the organisation's approach to impact measurement, working across departments to ensure that data effectively demonstrates the value and outcomes of CFAB's services. In collaboration with the Head of Services, you will develop meaningful ways to capture and communicate the change we create for children. You will support the CEO and wider team in gathering robust data, compelling evidence, and powerful stories and case studies that showcase CFAB's impact and inspire ongoing support. You will also oversee the work of the CRM Administrator to ensure that both quantitative and qualitative data are accurately and consistently captured in Salesforce to inform strategic decision-making and fundraising communications.

5. Governance and Representation

As a key member of the Senior Management Team, you will contribute to the strategic direction and organisational development of CFAB. You will prepare high-quality briefings and reports for Board of Trustees meetings, ensuring timely and accurate information is shared. You will contribute to the Fundraising Sub-Committee of the Board, providing quarterly updates on fundraising performance and strategic progress. As an ambassador for CFAB, you will represent the organisation externally, cultivating relationships with supporters, partners, and stakeholders to enhance our profile and impact.

6. Additional

With time and proven ability as Director of Fundraising, you may take on additional responsibilities and rise to the role of Deputy CEO. This will include creating and leading on strategic projects outside of your department, ensure effective delivery of operations across departments, independently prepare reports and updates for the Board, lead on people and culture and represent the charity across different international forums. Additional responsibilities will attract a 5 – 10% pay rise.

Person specification: (Skills, Abilities, Knowledge and Experience)

Essential

1. Excellent written and oral communication skills.
2. Substantial working in fundraising, a good portion of which should be in a major donor fundraising role. You will have a proven track record of fundraising proposal writing or commercial bid writing.
3. Excellent research skills and critical analysis to ensure effective matching of our funding priorities to giving criteria.
4. Effective time management skills and the ability to multi-task and prioritise competing demands, even when under pressure, in a methodical and systematic manner.
5. Good management skills and experience with budgets.
6. Ability to make decisions and think strategically.

Desired

1. Experience of a fundraising role within a similar sized charity.
2. Familiarity with the social care or health sectors.
3. Familiarity with Salesforce.

Additional Requirements

1. Occasional participation in evening and/or weekend events, networking and meetings
2. Ensuring adherence to necessary legislation e.g. Data Protection Act, Health and Safety Act

This job description is a non-contractual document and may be changed at any time by CFAB. All employees are expected to be flexible over the tasks/duties and responsibilities of their roles in order to meet the needs of both of CFAB and our service users/partners.