



Job Description

Fundraising Manager

Job Title	Fundraising Manager
Location	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD Hybrid working is available for full-time
Salary	Circa £35,000 (pro-rata for part-time)
Contract	Permanent, Full-time or Part-time (Flexible)
Holiday	33 days including Bank Holidays (pro rata for part-time)
Reporting to	Head of Fundraising
Closing date	1pm, Monday, 7 th July 2025 but we are reviewing applications on a rolling basis.

About Ufton

At Ufton, we know learning outside the classroom gives children the freedom to flourish.

We run experiential programmes that deep children's knowledge and connection to nature, history and the self. Our team of skilled educators know how to make learning fun and bring out the best in all children, whatever their needs and whoever they are.

We give children a safe space to learn about themselves and see everything in a new light, helping them grow up more confident, curious and capable.

The Role

We're looking for someone who wants to make the world a better place and have an immediate impact on the lives of children. If you are curious, conscientious, relationship-led and possess brilliant persuasive writing skills, we'd love to hear from you. This is a new role, with lots of variety, that will play a key part in the growth and development of Ufton Court.

As Ufton's Fundraising Manager, you'll work with the SLT to identify and nurture funding opportunities across charitable trusts, philanthropy and companies to help raise £400,000 each year.

You'll use your creative and copywriting skills to produce engaging and impactful fundraising materials – whether proposals, reports for funders or campaign materials. You'll also have an eye for detail, a passion for stats and facts to support your ideas, understand budgeting and love developing authentic, innovative relationships with supporters.



This is an excellent opportunity for someone looking to take the next step in their fundraising career and contribute to Ufton's organisation's growth and impact. Or are you considering a transition to the charitable sector? Our team offers opportunities for professional growth, empowering you to pursue your aspirations within this rewarding field.

Key Responsibilities

1. Fundraising Strategy and Income Generation

- Lead and deliver income from trusts, foundations and major donors through targeted applications and relationship management.
- Contribute to the development and refinement of Ufton's fundraising strategy with the Head of Fundraising.
- Identify, research and qualify prospective funders, ensuring a robust and balanced pipeline of opportunities.
- Design and deliver high-quality, compelling proposals and applications, drawing on evidence of need and impact.
- Lead or support specific campaigns, such as capital appeals or individual giving drives, aligned to strategic priorities.

2. Grant Management and Reporting

- Ensure all grants and gifts are acknowledged, tracked and reported on effectively and in line with funder requirements.
- Develop and maintain reporting templates, impact frameworks and case study resources to support reporting.
- Produce timely, tailored reports that demonstrate the difference Ufton's work is making, using both qualitative and quantitative data.
- Build and manage banks of knowledge and resources to scale your work efficiently, without compromising quality and integrity.

3. Donor and Supporter Engagement

- Build meaningful, long-term relationships with trusts, foundations, individual donors and corporate partners.
- Plan and manage supporter journeys and stewardship activity, including regular communication, updates, and recognition.
- Coordinate site visits, donor meetings and special events that showcase Ufton's impact and values.
- Work with colleagues to create tailored engagement experiences that inspire support and foster loyalty.

4. Community and Corporate Engagement

- Develop partnerships with local and regional businesses to grow income and in-kind support.



- Coordinate corporate volunteering days and sponsorship opportunities that create mutual value.
- Lead or support the delivery of community-facing events that raise awareness and strengthen Ufton's local profile.

5. Cross-Organisational Collaboration and Case for Support

- Work closely with programme and leadership teams to understand organisational needs and translate these into fundable projects.
- Collaboratively build a suite of reusable fundraising resources including budgets, case studies, project summaries and evidence of need.
- Collaborate with teams across Ufton to identify opportunities, build proposals for funding, and deliver against Ufton's and donor needs.
- Stay informed of developments in education, youth and place-based giving to ensure Ufton remains responsive and relevant in its funding approaches.
- Act as a fundraising ambassador within Ufton, helping to build a culture of engagement, curiosity and confidence around income generation.

The post holder will also:

- Contribute to the development of Ufton's strategic goals, ensuring outdoor learning plays a central role in our mission.
- Embrace and promote sustainability practices across all aspects of the role.
- Actively participate in organisational training, team meetings and events.
- Undertake any additional and ad hoc tasks as required
- Represent Ufton in a professional manner
- Work within an EDI framework, adhere to all the Charity's policies, procedures and working practices
- Ensure all records are held in compliance with safeguarding, GDPR, The Fundraising Regulator Code of Practice and Ufton policies.

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.

Cont...



Person Specification

Qualifications and Skills

- Educated to degree level and curious to learn and develop
- Possess exceptional communication and interpersonal skills
- Strong, persuasive written communication
- Good understanding of using a CRM to manage pipelines and supporter care
- Enthusiastic about engaging internal and external stakeholders
- High levels of planning and organisation
- Previous experience in a business development / bid writing
- Maintain high levels of attention to detail and a commitment to building evidence-based proposals
- Keen to work to agreed targets but will never compromise our values to achieve them
- Numerate and able to build project budgets to align with bids for funding
- Enthusiasm and determination to meet targets
- Knowledge / understanding from the higher/education sector
- Excellent with MS Office suite and Canva
- Ability to use your own initiative and take ownership of your work whilst recognising when to ask for help or to escalate issues
- Good team working skills – you will like working collaboratively and co-operatively with colleagues, especially those who are quite different to you
- Meticulous attention to detail and hates missing a deadline
- You will be approachable, confident and excited to join the rest of the team in our core mission

Desired Attributes

- A proactive attitude with the ability to take initiative.
- Flexibility to adapt to evolving responsibilities and priorities.
- Enthusiasm for the mission and values of Ufton Court.
- Partial to a homemade flapjack and ability to make a decent cup of tea.

Working with Children

Safeguarding: All staff at Ufton share responsibility for keeping children safe. As such, you must:

- Follow Ufton's Safeguarding Policy and safer working practices
- Complete relevant safeguarding training
- Maintain clear professional boundaries
- Report any concerns promptly



This role may involve direct or indirect work with children. A commitment to creating a safe, inclusive culture across the estate is essential.

Conduct around children: All staff are expected to model Ufton's values in their behaviour, treating every child with kindness, respect and fairness as well as challenging or reporting anything that falls short.

Pre-employment checks: All roles at Ufton are subject to:

- An enhanced DBS check
- At least three references, including your most recent employer
- Clarification of any gaps in employment
- Proof of the right to work in the UK

Any concerns will be followed up in line with our safer recruitment procedures.

Values Alignment

You share our values of agility with consistency, playful and professional, acting today for tomorrow, and the belief that curiosity leads to excellence.

We are based in a glorious rural location but that does mean you'll need access to your own transport. Whilst on site you'll have lunch provided and there is usually homemade cake around.

You must have the right to work in the UK and to be onsite as often as possible as we are a place-based organisation – you'll soon have FOMO anyway.

Join us at Ufton and be part of a team that is dedicated to making a real difference in the lives of children and young people. If you're passionate about finance and admin, have a strong commitment to our values, and want to work in a flexible and supportive environment, we'd love to hear from you.

To apply, please submit your CV and a cover letter outlining your suitability for the role and how you align with Ufton's values to recruitment@ufton.org.uk.

We will only consider applications that provide a covering letter.

Closing date: 1pm, Monday 7th July 2025.

We are keen to have someone in place soon so are interviewing candidates on a rolling basis so do apply early.

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check and at least three references.

