



**PARTNERSHIPS MANAGER | JOB PACK**

## To potential candidates...

You are applying for this role at an exciting time.

The fundraising landscape is changing rapidly - driven by everything from changing government priorities to global economic trends. We are reimagining our roles to ensure we remain as effective and resilient as the communities we support.

At Children on the Edge, we pride ourselves on being agile and adaptable - it's what makes our programmes so effective. This is reflected in how we pivot our approach to fundraising. We are aligning our Monitoring, Evaluation and Learning (MEL) systems with impact, shaping our team to meet the demands of a changing sector, and upbeat about our future. We are looking for someone who will thrive in a nimble environment.

We are recruiting for a full time Partnerships Manager to cultivate our ongoing relationships with grant making bodies and High Net Worth funders, whilst also securing new support.

You will likely have experience of this type of role already, either with a corporate, trust or major donor bias. You will be experienced at finding, building and managing relationships with grant makers as well as crafting a compelling application. You understand the crucial role of demonstrating impact, whether that be through in-person presentation or in written form.

Children on the Edge is a dynamic charity. We are focused on high quality programmes that build models of good practice that can influence the wider communities where we work. We work very closely with our implementing partners and are fully committed to strengthening local ownership.

Our UK office is based in Chichester, West Sussex and our team works in a hybrid manner. You will be joining a team of twelve, many of whom are part time.

We are an inclusive and flexible employer, looking for a new key member of the team.

I look forward to hearing from you,



Ben Wilkes  
Chief Operating Officer

## Why work for us?

**You are important:** Fundraising for Children on the Edge has a huge impact, right where it is needed the most, so you will be an important and valued member of our team.

**You will make a difference where it is needed:** Funds raised are spent working hand-in-hand with communities to support some of the world's most marginalised children, in some of the toughest situations. We develop programmes that prioritise quality and continually adapt to ensure they deliver great value for money. Going even further, we seek to create models of excellence and influence wider policy and practice, multiplying the impact of every pound we raise.

**You will be connected:** We work closely with all of our implementing partners around the world. As part of the team, you will get to know the people and places where you help bring change.

**You will be part of a strong team:** You will be part of a small team, 12 in the UK with 3 office dogs. We get our jobs done but we look out for each other too.

## What are we looking for?

We are looking for someone who can fully grasp the strengths of our programmes and will be proactive in finding and managing funders for the work.

In practice this means researching key potential funders and identifying the right opening for us, be that through an application or specific person.

It means making contact with potential funders and presenting our work, either in meetings or with written applications.

In addition to growing our portfolio of funders, key to our financial strength is managing our current supporters with appropriate reports and contact. So we need someone who is good with details and ensures nothing gets dropped.

You will work alongside our fundraising staff, while collaborating closely with our communications department, our international partners and the senior leadership team. The partnerships portfolio is a key part of our funding and currently raises approximately £1,300,000, or 80% of our income.

We expect all staff to be proactive, adaptable and receptive as together we seek to create environments where marginalised children can thrive.

## What will you do in the role?

You will be managing and growing a personal portfolio of current foundations and grant makers, building the grants pipeline and supporting existing and new high-net-worth (HNW) partnerships.

### Prospecting

- Identify and evaluate potential funding opportunities from UK and overseas foundations and grant makers.
- Work with the Chief Operating Officer (COO) to develop a pipeline of potential support.
- Develop strategic approaches to new funders.

### Writing Applications and Proposals

- Proactively gather information from the Children on the Edge team to develop compelling proposals and budgets for funders.
- Communicate Children on the Edge's values and distinctives.

### Reporting

- Proactively feed into the wider fundraising team's collaboration with our Monitoring, Evaluation and Learning (MEL) Manager to ensure we can provide all information required by funders.
- Craft tailored narrative and financial reports that demonstrate impact.
- Support the COO as required in reporting to larger Grants and HNW partnerships.

### Building Relationships

- Cultivate a portfolio of existing, lapsed and new funders.
- Represent Children on the Edge externally to build a network of prospects and support engagement events and activities as needed.

### Management & Planning

- Acknowledge donations promptly; tracking donor communication in Salesforce.
- Use Salesforce to record and report on prospecting, applications and income.
- Follow best fundraising regulations practice and comply with relevant legislation.

### How and where we work

We work in a hybrid way and adapt to the needs of each staff member.

In practice, most staff spend at least half of their working time in the office and we prioritise Tuesdays for our in-person team meetings.

Travel to the office is a commute, so we pay our own travel costs.

We use Google Workspace on Chromebooks and Salesforce as our CRM.

We are committed to making reasonable adjustments for staff with a disability, neurodiversity, or a long-term physical or mental health condition.

## Skills and Experience



### Essential to have

- Experience of developing relationships with stakeholders and influencing them for productive results.
- Experience of reporting to key stakeholders about projects and impact.
- Understanding of trusts fundraising in the UK.
- Excellent written communication and proofreading skills, ability to write compelling and persuasive copy.
- Ability to understand and communicate Children on the Edge's values and distinctives.
- Good numeracy skills showing attention to detail to interpret budgets and check financial information for accuracy.
- Strong organisational skills, ability to work well under pressure, and manage multiple deadlines.
- A team player who will contribute to the overall goals of the fundraising team.
- Being receptive, ready to learn and flexible.
- Results-driven, entrepreneurial and able to work on own initiative.
- Belief in community-led international development and a drive to help support some of the world's most marginalised children.



### Great to have

- Two years experience of managing relationships with grant makers, and/or HNW individuals.
- Experience of personally securing grants from grant makers and/or HNW individuals.
- Experience working in international development.
- Experience of prospect research.
- An understanding of the international fundraising landscape.
- Experience of using Salesforce.
- Experience of using Google workspace.
- Understanding of stewardship techniques and relevant approaches to suit different donors.
- Ability to analyse complex information and present this verbally and in writing to different audiences.
- Strong numeracy and analytical skills, the ability to produce donor budgets and expenditure reports.
- Ability to think laterally to maximise fundraising.

## Additional Information

If you feel you meet some of the criteria but not all, please do get in touch and learn more. We are interested in candidates with transferable skills.

Occasional out of office hours may be required to support events or meetings with donors.

Children on the Edge is committed to safeguarding adults at risk, and children, from abuse and neglect. We expect everyone who works with us to share this commitment and complete the necessary paperwork.

This role is only open to those already resident in the UK, who are eligible to work in the UK. We cannot provide visa sponsorship. We are unable to consider or respond to any application from overseas applicants.

Children on the Edge is committed to diversity and gender equality.

Children on the Edge respects your privacy and is committed to protecting your personal data. Our Privacy Notice has details of how we process your details during recruitment.

**Children on the Edge politely requests no contact from recruitment agencies or media sales.**

### **From our Grant makers and Supporters:**

*"Children on the Edge has the ability to roll their sleeves up and get straight into some of the muckiest, trickiest circumstances that children are living in worldwide. Whether they are working in conflict settings, areas hit by natural disasters or with young people suffering persecution, the impact that they achieve in such situations is remarkable. This is why EOF considers Children on the Edge to be one of our most trusted partners."*

**Ashley Kuchanny**

Grants Manager

Educational Opportunity Foundation

*"I still remember hearing about how Children on the Edge finds, supports and works with those children who would otherwise fall through the cracks of the mainstream support systems and that feels really important. They are a small charity, brilliantly run and who make sure that the maximum amount of the money they raise goes to where it's needed the most – to the children and to the communities in which they live. The whole team at PlanetK2 are proud to partner with COTE, not just because of what they do but also because of who they are and how they work."*

**Keith Hatter**

Founder

PlanetK2

*"Children on the Edge reaches children and marginalised communities and works with them in an empowering, enabling way which is both effective and inspiring. We love supporting this charity and are delighted to be able to contribute to the difference they make."*

**Jacky Burden**

Trustee

The Charles Jacob Charitable Trust

## Job details

**Location** | Chichester / Hybrid

**Salary** | £38,000 - £45,000 FTE  
(depending on experience)  
Permanent contract

**Hours:** Full Time

**Reports to** | Chief Operating Officer

### Employee Benefits |

We offer flexible and hybrid working. The whole team gathers in-person at our Chichester office on Tuesdays.

25 days annual leave, plus Bank Holidays. An additional day of leave is granted for each full year of service, up to a maximum of 33 days.

Excellent pension scheme with employer contributions up to 10%

Life assurance

Generous maternity & paternity leave

Cycle to work scheme

## How to apply

### How to apply:

**Closing date for applications is 12pm on Friday 29th May 2026.**

First interviews to be held in person at the Chichester office on Thursday 4th and Friday 5th June.

Second interviews will be held on Thursday 11 June.

Please email [jobs@childrenontheedge.org](mailto:jobs@childrenontheedge.org) with two PDF attachments; your CV and a covering letter.

Include in your CV contact details of two referees. (They will only be contacted if the job is offered).

In your supporting letter please answer the following questions:

- a. What will your experience and background bring to Children on the Edge and this role?
- b. What motivates you to apply for a role with Children on the Edge?

If you would like to discuss the role informally, please contact Ben Wilkes on 01243 956631 or by email at [jobs@childrenontheedge.org](mailto:jobs@childrenontheedge.org).