



Fundraising Officer (Trusts and Foundations)

Location:	Flexible, home based, ideally based in UK ¹
Contract type:	Fixed term maternity cover (initially 6 months with possibility for extension)
Working hours:	Part time (21 hours per week)
Grade:	C
Reporting to:	Senior Fundraising Manager (UK-based)
Responsible for:	N/A

Job Purpose:

The Fundraising Officer supports senior colleagues and representatives of Family for Every Child to cultivate and manage relationships with targeted audiences, including trusts, foundations, corporates, as well as philanthropists and institutional donors. The Fundraising Officer supports the writing of funding proposals for specific projects, maintains a constant scan of the funding environment; maps funding opportunities to prospective Alliance activity; and ensures accurate and timely reporting to active donors.

Scope and Limits of Authority:

The post holder is expected to organise their own day-to-day activities according to the overall priorities and timescales set, and to exercise sound judgement in many critical decision-making areas.

- Purchase delegation of £1000; invoice approval delegation of £2000
- Processing of personal and confidential data
- This role does not have line management responsibility

Key Responsibilities:

Fundraising

- Researching, identifying, analysing, profiling and monitoring potential new donors with an interest in child rights and community-based international development, specifically trusts, foundations, corporates (although support to institutional donors, philanthropists and major donors may be needed)
- Mapping relationships with current donors and potential donors to prospective Alliance activity, members and colleagues, so as to identify potential avenues for future funding and partnership working
- Cultivating relationships with a portfolio of donors (potential and active) and other fundraising contacts, managing and logging all communication activity

¹ The post holder will be employed by Family For Every Child and must therefore ensure that they have the legal right to work within the country they are based. Family For Every Child does not support applications for working visas. We require proof of entitlement - visa and/or passport - and we will need a signed declaration for tax and social security purposes in order to ensure we comply with local legislation. Should the tax and or employment legislation within the country you are based prohibit Family For Every Child from employing you directly then we reserve the right to withdraw an offer of employment.



- Coordinating the writing of funding proposals for specific projects and concept notes, in collaboration with colleagues, ensuring deadlines are met, delegating contributions, collating information, fielding questions to donors, editing and ensuring presentation is in line with donor expectations, and gathering feedback from donors to inform future proposals
- Supporting report writing to active donors, identifying and delegating content requirements from technical staff, ensuring high-quality and timely reports are edited and presented in a donor-appropriate style
- Coordinating the small and medium trust programme by developing engagement materials and ensuring all donations are thanked
- Coordinating the middle donor programme by developing engagement materials and ensuring they thanked

Communications and Events

- Working with colleagues to manage the events and conferences calendar; providing briefing materials for colleagues in preparation for their participation
- Providing senior staff members with presentations for external meetings
- Mapping donor engagement opportunities such as events and conferences
- Coordinating online meetings and activities of the Fundraising Working Group

Administration

- Updating and maintaining all donor information on the CRM database (Salesforce)
- Collaborating with the Database Manager to tailor and adapt the database for the work with trusts and foundations, so that it captures all data accurately, allowing colleagues to capitalise on it in the most effective way for fundraising
- Producing meeting notes, draft communications, arranging follow-up meetings and preparing necessary materials

Self Management

- Bringing a results focused, open and collaborative way of working to all you do to include agility, flexibility and a 'can do' mentality, supporting colleagues to thrive in a remote working environment.

Family for Every Child is evolving and with an ever increasing membership the role of the Secretariat has to adapt and respond to the changing needs of the members. This has an impact on each and every role within the Secretariat, therefore flexibility is key and the ability to respond to change, shift responsibilities and work collaboratively underlies the approach all staff need to take.



Person Specification & Behaviours:

Education, qualifications, knowledge and experience

Essential

- Graduate degree level of education or equivalent professional qualification within a relevant discipline
- Good experience of fundraising, donor relations, and public relations (especially with foundations, philanthropists, international development organisations etc.) primarily UK, European and US focused
- Experience of donor research
- Familiarity with donors in the international development and aid sector
- Good understanding of Family's key target audiences
- Excellent English written ability to develop complex documents presenting information clearly for both internal and external use
- Experience with using a CRM database (preferably Salesforce)

Desirable

- Experience of working within a network organisation
- An understanding of philanthropy in emerging economies (Gulf countries, Asia, Latin America)
- Experience of working with Google Apps

Skills and personal attributes

The following skills and personal attributes are expected of all staff:

- **Flexible and adaptable; willing to contribute to other streams of work and across teams**
- Highly skilled communicator, in different formats, and capable of working across languages and cultures (using translation and interpretation support as relevant)
- Flexibility to work outside typical working hours and across time zones, including where needed the possibility to work up to two hours between 9am and 12.30pm UK time
- Highly organised and self-motivated, able to manage and deliver on multiple concurrent tasks
- Competent IT proficiency across a range of packages, able to learn quickly and troubleshoot problems independently
- Ability to use initiative and work without close supervision, working both as part of a team and as an individual
- Excellent command of English (oral and written) is a must, but working knowledge of Spanish, Portuguese, Russian, Arabic or French is appreciated to broaden the range of language skills within the Secretariat

Travel

- This role requires infrequent travel, usually up to two weeks per year for the annual Secretariat planning meeting and team planning meetings, usually in the UK.



Benefits

We offer a flexible working environment with generous benefits to support your work and personal life:

- Flexible and family-friendly employment policies which support your work life balance
- 36 days annual leave (including bank and public holidays, and including up to six days between Christmas and New Year). This is pro-rated for part time staff.
- Support to establish a home working environment including provision of IT equipment and contribution to costs of using a co-working space
- TOIL for additional hours worked beyond a full time week (of 35 hours)
- 7.5% matching pension contribution (or cash allowance)
- Life assurance (up to 3 times salary)
- A generous training budget and study leave days to help you develop to your full potential
- Enhanced sick pay and maternity pay