

Fundraising Coordinator - Job Description

Introduction

The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007 as a voluntary network of civil society organisations who are committed to working together, and engaging with partners and other stakeholders, to increase community resilience and reduce disaster risk around the world. The network is vibrant and fast growing, presently consisting of 850 member organisations in over 140 countries across virtually every geographical region of the world.

The network is supported by a small but effective Secretariat team comprising of UK and regionally-based staff. The secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

As GNDR works grows in scale and impact, we are looking for an ambitious and persuasive person to join the secretariat and lead the network's fundraising. GNDR's fundraising strategy aims to diversify our funding so as to ensure a sustainable long term financial base to support the realisation of GNDR's new strategy whilst maintaining independence of action. There is a unique opportunity to make a valued contribution to an innovative and rapidly growing civil society network.

Position in Organisation:

- Responsible to the Programme Manager
- Part of the Secretariat team and active participant in cross-team working groups
- Works in close collaboration with GNDR Secretariat staff (particularly Finance / Grants staff), Global Board, membership, donors and partners
- Represents GNDR with donor organisations, partners and other fund managers

Overall Scope of the Role:

1. **Funding Proposals/grant applications**
2. **Pipeline coordination**
3. **Donor liaison and relationship building**
4. **Grant reporting**
5. **Training and Capacity Development**

Specific Duties and Responsibilities

The remit of this post will cover the following core tasks and responsibilities:

1. Donor liaison and relationship building

- Develop and maintain strong working relationships with existing and potential institutional donors, private foundations, trusts, corporates and/or partner organisations at head office and regional levels, maintaining relationships with regular visits and interactions

- Develop a range of networking contacts and keep abreast of development within the institutional funding sector, including with peer agency counterparts
- Identify best options and engage with private sector under corporate social responsibility and/or cause-related marketing programmes
- Maintain knowledge of current fundraising procedures and legislation affecting fundraising activities within the charitable sector
- Join relevant fundraising networks / alliance and attend fundraising and marketing events
- Support regional staff with the development of strategic relationships with in-country / regional donor offices

2. Fundraising proposals/grant applications

- Research and horizon scanning for new donor calls, analyse donor trends and maintain relevant knowledge on donor priorities, rules and legislative requirements.
- In close consultation with other Secretariat members, coordinate the development and submission of high quality funding applications to relevant donors and resource providers at regional and global levels.
- Track and monitor the outcomes of applications to ensure funding proposals are fully considered by donors and relevant data is provided.
- Analyse and disseminate the reasons for success or failure and corrective action necessary to improve the success rate of future funding applications.
- Support and guide regional-based staff in the above tasks.
- Optimise relevant pages on GNDR website to engage individual donors.

3. Grant reporting

- Coordinate the preparation and submission of high quality donor progress reports.
- In collaboration with the Finance team and relevant Secretariat staff, coordinate and assist with the management of a portfolio of donor-funded contracts
- Maintain contract information, electronic documents and hard copies of documents related to our relationships with donors.

4. Training and Capacity Development of Staff and Members

- Provision of advice, training and capacity building support to enhance the fundraising and grant management capacities of GNDR staff and members at national, regional and global levels.
- Develop and implement plans to support members in their fundraising
- Provision of regionally-appropriate advice, training and good practice / knowledge products to GNDR regional-based staff and members to support greater ownership and regionalisation of GNDR financial base (including legal registration processes)
- Encourage a spirit of fundraising amongst GNDR staff, board and wider membership.

Person Specification

Title: Fundraising Coordinator

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> • Appropriate University Degree • Proficiency in written and spoken in English 	<ul style="list-style-type: none"> • Masters in a development related subject • Qualification from a professional fundraising institute
EXPERIENCE	<ul style="list-style-type: none"> • Relevant NGO experience in disaster or development sector • Experience of managing relationships and securing funding with institutional donors (e.g. DFID; USAID; European Commission) • At least five years' experience of fundraising from institutions and foundations • Experience of development, and implementation of a corporate fundraising strategy • Experience of writing successful funding proposals and presenting budgets, financial and narrative reports • Proven experience of basic accounting procedures and budgeting • Proven experience of knowledge management • Proven experience in training and./or capacity building • Existing working relationships and contacts across the institutional fundraising sector (donors, trusts, foundations etc), including knowledge of research sources to identify potential new donors • Knowledge of fundraising policies and legislation relevant to the UK charities sector 	<ul style="list-style-type: none"> • Experience of working for DFID, European Commission or major institutional donor • Experience of working in developing countries • Financial management and auditing • Experience of working in sectors relevant to GNDR – disaster response; DRR; resilience; CSO networks • Proficiency in French, Spanish or Arabic



SKILLS / ABILITIES	<ul style="list-style-type: none">• Good ICT and computer skills• Planning, budgeting, monitoring and evaluation• Able to think strategically• Good analytical skills• Proposal and report writing• Able to work independently as well as effectively within a team• Strong communications, selling, influencing, and persuading skills, both written and verbal, particularly in cross cultural context with people from different backgrounds• Committed to GNDR's values	<ul style="list-style-type: none">• Fluent in other languages, preferably Spanish or French
PERSONAL QUALITIES	<ul style="list-style-type: none">• A calm, confident and welcoming manner• Flexible in his/her approach to work• Able to work under pressure and meet deadlines• Good organisational and effective time management skills• Diligent and conscientious with work responsibilities• A commitment to values of trust, mutual accountability, gender equity and respect for diverse identities and perspectives.• Able to travel internationally, occasionally at short notice	



Terms and Conditions

POST OF: Fundraising Coordinator

BASED IN: GNDR Global Hub Office. Teddington, South West London, UK, with occasional travel to GNDR regional offices (Latin America, Africa, Asia)

Ideal start date: As soon as possible. Position will be held open until COB 18th Nov 2019.

OFFICE HOURS:

35 hour working week within the office hours of Monday to Friday 9.00am - 5.00pm with one hour for lunch. Flexible working arrangements are possible.

ANNUAL LEAVE - FULL YEAR:

25 days pro-rata

+ Statutory Bank Holidays

+ Additional year end days at the discretion of the Executive Director

SICK LEAVE SCHEME:

- Based on length of service
- Life Assurance

NON-CONTRIBUTORY PENSION SCHEME:

For permanent staff members over 18 years old as follows

18 years old + - 10% of salary

50 years old + - 13% of salary

60 years old + - 15% of salary

NEW STAFF SERVICE:

6 month's probationary period with 3 month's mid-term review.

SALARY BAND:

£32,000 - £40,000 depending on experience

NOTE: The role may involve up to 6 weeks oversea travel per year

TO APPLY: Please send CV and covering letter to jobs@gndr.org.