

# Job Description

## Position: Trusts and Foundations Coordinator

Reports to	Trusts and Foundations Coordinator
Direct reports	Head of Fundraising
Job family	Coordinator
Location	UK or Netherlands
Latest update	July 2023

## About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR). Established in 2007, we are now a network of more than 1,700 organisations in over 127 countries. We work together to prevent hazards like floods, droughts, earthquakes and infectious diseases from becoming disasters where people lose their lives, incomes and assets. We listen to communities that are most at risk, strengthen the capacity of civil society organisations, and advocate for risk-informed development and localisation.

## Our vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

## Our goals

Our members have set three goals for the network for our 2020-25 strategy:

1. Strengthen the collaboration, solidarity and mobilisation of civil society organisations
2. Champion a localisation movement
3. Strive for risk-informed development

## Global Network of Civil Society Organisations for Disaster Reduction (GNDR)

Registered charity no. 1141471. Company limited by guarantee registered in England & Wales no. 07374358  
Registered office: 8 Waldegrave Rd, Teddington, London, TW11 8HT, UK  
+44 (0)2089 777726 | info@gndr.org | gndr.org

## Purpose of the secretariat

The secretariat is responsible for delivering the strategy and annual work plans, as agreed by the global board and trustees. The secretariat supports the development, coordination and implementation of the GNDR strategy. Our team is responsible to the board of trustees and the global board, via the executive director. Staff are based in regional hubs in six countries around the world: Guatemala, India, Indonesia, Kenya, Senegal and the UK.

## Main purpose of the role

The Trust and Foundations coordinator, as a member of the secretariat team is responsible for coordinating GNDR's fundraising activities in relation to Trusts and Foundation income. This includes the development of a Trusts and Foundation strategy; the development and growth of a portfolio of Trust and Foundations; developing relations with new and existing donors; facilitating the design and production of high quality proposals; and supporting the regional teams in fundraising at the regional and national level. The role will also provide surge support (approximately 30% of time) for other aspects of fundraising at GNDR such as Institutional Fundraising, and donor communications / stewardship.

We are looking for an experienced and confident candidate who is looking to work in an international and dynamic environment alongside a global team. A candidate who is passionate about international development and has a strong Trusts and Foundations background to support the delivery of our global strategy. Working alongside the Head of Fundraising, the candidate will ensure that we have a continuous pipeline of prospects that we are researching and approaching for funding aligned with our Network priorities. The candidate we are looking for will have excellent communication and stewardship skills, and a clear understanding of how to cultivate Trusts and Foundations with clear engagement plans. It would also be desirable if the candidate had some experience with institutional donors, though this is not essential.

## Position in the organisation

- Responsible to the Head of Fundraising
- Part of the Secretariat team and active participant in cross-team working groups
- Works in close collaboration with GNDR secretariat staff, members and project partners

## Overall scope of the role

- Donor Prospecting
- Donor Relations
- Funding Submissions
- Donor Reporting

- Fundraising Administration

## Specific responsibilities

### Donor Prospecting

- Identify and research Trusts and Foundations that are strong funding prospects for GNDR's strategic priorities, to feed the pipeline and drive future income.
- Develop a portfolio of Trusts and Foundations, which have the capacity to support GNDR with larger gifts over a three-year period.
- Support Regional Leads through prospecting donors in their respective region (including Trusts / Foundations, Corporates and Institutional Donors).
- Produce accurate and concise donor profiles and summaries, including undertaking relevant due diligence where appropriate.
- Monitor donor portals for upcoming calls for proposals.

### Donor Relations

- Support the growth and development of GNDR's relationship with new donors through contacting select trusts and foundations to introduce GNDR, and by managing the relationship with a select number of donors.
- Develop and manage relationships with Trusts and Foundations to ensure high quality stewardship and reports with the aim to secure ongoing gifts.
- Prioritise and cultivate new relationships with Trusts and Foundations including producing a compelling Case for Support and high-quality applications.
- To work across the Network to gather project and budgetary information and ensure this is communicated to the Trust/Foundation in a tailored and clear way.
- Join relevant fundraising networks and attend external meetings and networking events to further engage with current and prospective donors.
- Support the design of donor stewardship events and donor communications including GNDR's quarterly donor newsletter.

### Funding Submissions

- Coordinate and support, in close consultation with Regional staff, Project Coordinators and external stakeholders, in the writing and editing of high-quality funding applications (concept notes, proposals, and supporting documentation) to Trusts and Foundations at regional and global levels.
- As requested, support in the writing and editing of high-quality applications to Institutional donors (e.g. USAID-BHA, SDC, Sida, EU, etc).
- Regularly update the Fundraising Pipeline to track and monitor submissions to donors.

- Support the Fundraising Team to analyse and disseminate the reasons for success or failure of applications, and corrective action necessary to improve the success rate of future funding applications.

### **Donor Reporting**

- Support the writing, review, and editing of donor reports prior to submission to ensure timely, quality reporting that meets donor terms and conditions.
- Respond to donor reporting queries with any necessary follow up.

### **Fundraising Administration**

- Support the fundraising function, with general administrative tasks and systems associated with fundraising.

## Person specification

Attributes and skills	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> <li>• A first degree <b>or</b> at least 3 years relevant work experience in a similar role</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Knowledge of the Trusts and Foundations sector</li> <li>• Proven track record of delivering on ambitious targets from Trusts and Foundations</li> <li>• Experience in developing successful relationships with Trusts and Foundations and ensuring continued support through excellent stewardship skills</li> <li>• Proven track record for securing yearly recurring gifts from Trusts and Foundations</li> <li>• Experience in writing high quality, compelling proposals, applications, and reports</li> <li>• Experience in producing detailed prospect research on donors to facilitate decision making on priority applications</li> <li>• Experience in managing a pipeline of donors</li> <li>• Experience in working within the charity sector</li> </ul>	<ul style="list-style-type: none"> <li>• Proven success in securing £100,000 upwards with a range of Trusts and Foundations</li> <li>• Experience of fundraising from Institutional donors such as USAID, EU, Sida, etc.</li> <li>• Experience in contributing to strategy and budget planning processes</li> <li>• Experience in working within a charity on Disaster Risk Reduction related issues.</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Excellent written English</li> <li>• Strong professional relationship building with donors</li> <li>• Project Cycle Management knowledge and skills, including working with log frames and theory of change</li> <li>• Ability to think, plan, prioritise and organise in a clear and structured way under time constraints</li> <li>• Flexibility and problem-solving ability to work in a flexible, dynamic and fast-changing environment</li> <li>• Financial management skills including</li> </ul>	<ul style="list-style-type: none"> <li>• Fluent in other languages, preferably French, or Spanish</li> <li>• Ability to work with google suite</li> </ul>

	<p>budgeting</p> <ul style="list-style-type: none"> <li>● Ability to communicate clearly orally and in writing</li> <li>● Good ICT skills and competent in working with Word, Excel and PowerPoint</li> <li>● Willingness to learn and promote new skills and new ways of working</li> <li>● Able to travel internationally when necessary</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Strong team player</li> <li>● Culture and gender sensitivity</li> <li>● Good interpersonal manner and comfortable in cross cultural communication with people from different backgrounds</li> <li>● Committed to GNDR's values</li> <li>● A calm, confident, assertive and welcoming manner</li> <li>● Capable of working effectively in a high pressure, dynamic environment and able to meet deadlines</li> <li>● Able to work independently as well as effectively within a team</li> <li>● Good organisational and effective time management skills</li> <li>● Diligent and conscientious with work responsibilities</li> <li>● Strong attention to detail</li> </ul>	

## Information for applicants

<b>Start date</b>	As soon as possible; position will be held open until filled.
<b>Contract type</b>	Contract will be offered on a fixed-term 1 year full-time basis subject to available funding and satisfactory completion of a six-month probationary period. At the end of the 1 year period, there may be a possibility of extension subject to available funding.
<b>Office hours</b>	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.

<b>Annual leave</b>	25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the executive director.
<b>Probation</b>	Six months probationary period with a three month mid-term review.
<b>Salary</b>	TBC based on location
<b>How to apply</b>	<p>To apply for this position all applicants should <b>send a brief cover letter outlining how you fit the job description and person specification, and a CV</b> to <a href="mailto:jobs@gndr.org">jobs@gndr.org</a>. The subject line should reference the role title.</p> <p>Phone/Skype and/or face-to-face interviews will be arranged for shortlisted candidates on a rolling basis. Only candidates selected for an interview will be contacted.</p>