

Job Description

Position: Head of Fundraising, Impact and Communications

Reports to	Executive Director
Direct reports	Senior Fundraiser, Trusts & Foundations Coordinator, MEAL Coordinator, External Communications Coordinator
Job family	Team Lead / Head
Location	Teddington, UK (with occasional international travel required)
Latest update	January 2024

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 1,800 organisations in over 130 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

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 Head of Fundraising, Impact and Communications, as a member of the Senior Leadership Team (SLT) and wider secretariat team is responsible for leading our fundraising and communications strategy; driving significant growth in reach, impact and income in line with GNDR's strategy and ambitions.

The Head of Fundraising, Impact and Communications will lead an integrated fundraising, monitoring and evaluation, and communications function. The role will ensure a collaborative approach to consistent, distinctive messaging and engagement activity that supports successful fundraising and wider organisational goals linked to influencing policy and engaging external decision-makers.

Position in the organisation

- Responsible to the Executive Director
- Leads the Fundraising, MEAL and Communications functions and line management of staff
- Part of the Secretariat team and active participant in cross-team working
- Works in close collaboration with GNDR members and project partners
- Works in collaboration with GNDR Board
- Works in collaboration with regional staff

Overall scope of the role

- Sustainability and income growth
- Effective donor relations
- Funding proposals
- Impact measurement
- External Communications
- Support to Regional Teams
- Leadership and team management

Specific responsibilities

Sustainability and income growth

- Prepare and deliver a long-term fundraising strategy and comprehensive annual plan, covering key income streams, including but not limited to: Institutional grants, Trusts and Foundations, major donors, corporates, events, community and legacies, to ensure the growth of sustainable income for GNDR
- Provide annual income budgets and plans with regular financial and performance reports as requested by the Executive Director
- Research, identify and target suitable funders and partners whose aims and objectives align with GNDR's work and values
- Embed and promote a culture of fundraising across the organisation

Effective donor relations

- Act as an external face for GNDR in developing and managing key senior relationships with donors
- Develop, foster and maintain effective relationships with current and new stakeholders across the public, private and third sector to raise the profile of GNDR
- Analyse donor trends and maintain relevant knowledge on donor priorities, rules and legislative requirements
- Maintain knowledge of current fundraising procedures and legislation affecting fundraising in the charity sector
- Develop and maintain strong working relationships with existing and potential institutional donors, foundations, trusts, corporates and/or partners, through regular visits and interactions
- Work with existing networks to identify opportunities to deepen engagement and increase funds
- Maintain relations with peer agency counterparts in order to develop consortia applications
- Support regional staff with the development of strategic relationships with in-country / regional donor offices to access funding and policy influencing
- Review donor reports prior to submission to ensure timely and quality reporting that meets donor terms and conditions

Funding proposals

- Monitor calls for proposals from selected donors
- Develop and maintain the pipeline of bids to secure funding from a diverse and sustainable mix of funders, across multiple years

- In close consultation with colleagues support the design, development and submission of high quality funding applications to institutional and philanthropic donors at regional and global levels
- Develop compelling and creative funding proposals and fundraising products, ensuring these meet GNDR's strategic aims
- Work with the Executive Director to pitch and present to potential funders and partners.
- Work closely with our operations and finance team to ensure full risk, governance and financial implications for organisational sustainability are accurately assessed
- Track and monitor the outcomes of applications to ensure lessons are learned for future funding proposals

Impact measurements

- Oversee the design of an organisation wide MEAL framework to measure GNDR's progress and impact against its strategic goals
- Ensure that proposals being designed have robust MEAL frameworks that feed into the organisation wide MEAL framework
- Support the MEAL Coordinator in rolling out practices and processes that aid the capturing of GNDR impact
- Work with the MEAL coordinator to ensure accountability to our members, funders and the beneficiaries of GNDR projects
- Oversee the development and rollout of a plan to ensure that learning captured in learning reviews and evaluations is shared, and suggested improvements adopted and implemented
- Ensure that external communications and donor communications utilise the evidence gathered through impact measurement to demonstrate the value of GNDR as a network

External Communications

- Develop our communications strategy by working closely with the External Communications Coordinator and the wider team to ensure we are strengthening our reputation, demonstrating our impact, and raising GNDR's profile
- Ensure our communications are in line with our values and comply fully with our legal obligations
- Oversee the development and maintenance of GNDR's brand and guidance, ensuring compliance across the secretariat, maintaining a consistent and engaging message, tone and visual identity across all communications.
- Support the External Communications Coordinator to produce communications materials and messaging
- Support the External Communications Coordinator to produce communications materials and messaging for the wider organisation, ensuring consistency and coherence of messaging across the organisation

Support to Regional Teams

- Facilitate and support Regional Teams and project partners to design, develop and submit high quality funding applications to relevant donors at regional and national level.
- Provide advice, training and capacity development to enhance the fundraising, grant management and external communications capacity of Regional Teams and GNDR members

Leadership and team management

- Form part of the Senior Leadership team to develop the charity's strategic vision and provide leadership to the organisation;
- Lead the Fundraising, Impact and Communications Team, ensuring clarity over plans, budgets and priorities, providing supervision, guidance and mentoring, and encouraging effective teamwork and inclusiveness.
- Implement GNDR's performance management policy with direct reports, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals, development planning and exit interviews, carried out for staff, and take appropriate remedial action to address areas of poor performance.
- Foster a culture of learning, collaboration and excellence.
- Engage and work with the Board of Trustees and the Global Board to assist their understanding and fulfilment of their responsibilities in respect to fundraising and communications
- Act as Secretary for the Resources Working Group which feeds into the Global Board, coordinating with the Chair to set up meetings and establish relevant agendas to ensure accountability to the Board, and support from them for resource generation.

Person specification

Attributes and skills	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Extensive experience in roles within fundraising or communications ● Relevant NGO experience in humanitarian or development sector ● Experience in creating and implementing fundraising and communications strategies ● Experience in managing relationships and securing funding from institutional donors (e.g. DFID, USAID, EC, etc.) ● Experience in fundraising from trusts and foundations ● Experience in writing successful funding proposals and presenting budgets, financial and narrative reports ● Proven experience in training and/or capacity building ● Knowledge of fundraising policies and legislation relevant to the UK charity sector ● Experience line managing and leading high performing teams, with ability to motivate and collaborate with others 	<ul style="list-style-type: none"> ● Experience in working with MEAL systems and frameworks ● Experience of working for DFID, European Commission or major institutional donors ● Experience of working in sectors relevant to GNDR – disaster response, DRR, resilience, CSOs networks ● Existing relationships and contacts across the fundraising sector (donors, trusts, foundations etc), including knowledge of research sources to identify potential new donors
Skills and abilities	<ul style="list-style-type: none"> ● Excellent Project Cycle Management skills ● Proficiency in written and spoken in English ● Proposal writing skills ● Good ICT and computer skills, including use of spreadsheets ● Planning, budgeting, monitoring and evaluation abilities ● Ability to think strategically ● Good analytical skills ● Ability to work independently as well as effectively within a team ● Strong communication, selling, influencing, and persuading skills, both written and verbal ● Good organisational and effective time management skills 	<ul style="list-style-type: none"> ● Fluency in other languages preferably Spanish or French
Personal qualities	<ul style="list-style-type: none"> ● A calm, confident and welcoming manner ● Flexible in their approach to work 	

	<ul style="list-style-type: none"> • Able to work under pressure and meet deadlines • Diligent and conscientious with work responsibilities • A commitment to values of trust, mutual accountability, equity and respect for diverse identities and perspectives • Cultural sensitivity and awareness • Good interpersonal manner and comfortable in cross cultural communication with people from different backgrounds • Committed to GNDR's mission vision and values 	
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Information for applicants

Eligibility	We are accepting applications from candidates based in the UK. Please note that occasional international travel is required for this role.
Start date	Negotiable although we are looking to fill out the position as early as possible.
Contract type	Contract will be offered on a permanent full-time basis subject to relevant pre-employment checks and satisfactory completion of a six-month probationary period.
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 considered as part of the recruitment process.
Annual leave	33 days including public holidays, plus additional year end days at the discretion of the executive director.
Probation	Six months probationary period with a three month mid-term review.
Salary	£56,098 per annum based on working full time hours
How to apply	<p>To apply please visit our jobs pages. To be considered for this role, please make sure to submit a copy of your CV and a Cover Letter by following the "apply now" button on our website. We are unable to accept incomplete applications.</p> <p>If you have any questions please contact our recruitment team at Jobs@gndr.org</p>

