

Job Description

Position: Head of Fundraising, Impact and Communications (maternity cover)

Reports to	Executive Director
Direct reports	Fundraising and Partnerships Manager, MEAL Consultant, External Communications Manager
Job family	Team Lead / Head
Location	UK
Latest update	July 2025

About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR), the largest global network of organisations committed to working together to improve the lives of people affected by disasters worldwide. Since being established in 2007, we have grown into a network of 2,010 member organisations across 132 countries, representing millions of people on the frontlines of hazards, climate change and mass displacement. Through transformative, evidence-led programming and powerful advocacy, we are driving climate action and disaster resilience alongside our members across the globe.

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

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

Registered charity no. 1141471. Company limited by guarantee registered in England & Wales no. 07374358
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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. We are a truly global team with staff based in countries including: Argentina, Colombia, India, Indonesia, Kenya, Panama, Togo, Senegal and the UK.

Main purpose of the role

GNDR is seeking a motivated and strategic leader to join our Senior Leadership Team (SLT) as Head of Fundraising, Impact and Communications on a full-time basis for a fixed-term maternity cover of one year.

In this pivotal role, you will be responsible for driving forward GNDR's fundraising and communications strategy, increasing our reach, impact, and income in alignment with the organisation's strategic priorities.

You will lead a fully integrated function spanning fundraising, monitoring and evaluation, and communications. This includes ensuring a joined-up and collaborative approach to consistent, distinctive messaging and engagement activities. These efforts underpin successful fundraising outcomes and support GNDR's wider organisational goals – particularly our work in influencing policy and engaging external decision-makers.

This maternity cover role comes at an exciting moment in GNDR's journey. We are currently evaluating our existing strategy and designing a new five-year organisational strategy that will unlock fresh opportunities to deepen our impact, extend our reach and amplify our global voice.

The successful candidate will play an essential role in ensuring our fundraising, MEAL and communications operations remain strategically aligned and fully responsive to this evolving context.

Position in the organisation

- Reporting to the Executive Director
- Leads the Fundraising, MEAL and Communications functions and line management of three staff members

- Works in close collaboration with the whole secretariat team, GNDR members, project partners, global board and board of trustees

Overall scope of the role

- Sustainability and income growth
- Effective donor relations
- Funding proposals
- Impact measurement
- External communications
- Training and capacity building
- Leadership and governance
- Line management and team development

Specific responsibilities

Sustainability and income growth

- Ensure the successful delivery of GNDR's established fundraising strategy through the implementation and oversight of our annual operational plans. This includes overseeing activities across our existing and pipeline income streams (institutional grants, and trusts and foundations, and corporates) to support the continued growth and sustainability of GNDR's income
- 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
- Champion a fundraising mindset across all levels of the organisation by embedding principles of income generation into GNDR's culture, practices and communications.
- Encourage active participation from staff and stakeholders in fundraising initiatives, ensuring alignment with organisational values and strategic objectives

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

- 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, HR 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

- Lead the ongoing refinement and implementation of GNDR's established Monitoring, Evaluation, Accountability and Learning (MEAL) framework to ensure it remains aligned with the organisation's evolving strategic priorities
- Ensure that proposals being designed have robust MEAL frameworks that feed into the organisation wide MEAL framework
- Support the MEAL consultant in rolling out practices and processes that aid the capturing of GNDR impact

- Work with the MEAL consultant 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

- Oversee the development of our communications strategy by working closely with the External Communications Manager 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 Manager to produce communications materials and messaging for the wider organisation, ensuring consistency and coherence of messaging across the organisation

Training and capacity building

- Work in partnership with the Regional Leads and project partners to design, develop, and submit high-quality funding applications to relevant donors at regional and national levels
- Collaborate closely with Regional Leads to co-design and deliver advice, training, and capacity development initiatives that enhance the fundraising, grant management, and external communications capabilities of GNDR members

Leadership and governance

- Serve as a core member of the Senior Leadership Team, actively shaping and championing GNDR's strategic direction
- Promote and model a culture of collaboration, learning and continuous improvement across the organisation
- Drive organisational excellence by fostering transparency, accountability and innovation in team approaches and decision-making

- Engage with the Board of Trustees and Global Board to build understanding, trust and shared responsibility for fundraising and communications.
- Act as Secretary to the Resources Working Group, coordinating with the Chair to:
 - Schedule meetings and develop agendas
 - Report on fundraising and communications progress
- Ensure accountability and secure Board support for resource mobilisation

Line management and team development

- Provide clear and effective leadership to the Fundraising, Impact and Communications team, ensuring alignment with organisational priorities, strategy and values
- Oversee day-to-day operations, ensuring plans, budgets and activities are clearly communicated and executed with focus and precision
- Create a supportive and inclusive working environment that values diverse perspectives, encourages creativity and builds a strong sense of purpose and belonging
- Conduct our full-cycle performance management process with direct reports, including:
 - Objective setting and alignment to strategic goals
 - Probationary reviews and regular one-on-one check-ins
 - Mid-year and annual appraisals
 - Development and training plans
 - Timely intervention and support for underperformance in close collaboration with HR
- Manage broader people responsibilities such as:
 - Conflict resolution and workplace wellbeing in close collaboration with HR
 - Encouraging career progression and professional development
 - Team resourcing, recruitment, onboarding and role clarity
 - Supporting change management and staff transitions
 - Ensuring adherence to GNDR policies and organisational culture

Person specification

Head of Fundraising, Impact and Communications

Attributes and skills	Essential	Desirable

Experience and knowledge	<ul style="list-style-type: none"> ● Extensive experience in roles within fundraising or communications ● Relevant NGO experience in humanitarian or development sector ● Experience of creating and implementing fundraising and communications strategies ● Experience of managing relationships and securing funding from institutional donors (e.g. FCDO, EC, etc.) ● Experience of fundraising from trusts and foundations ● Experience of 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"> ● Proficient in written and spoken English, with strong documentation and interpersonal communication ● Excellent communication, selling, influencing, and persuasive abilities, both verbal and written ● Skilled in proposal development, from concept to execution, tailored to diverse stakeholders ● Strategic thinker with the ability to align tasks with long-term objectives and impact ● Strong analytical mindset, adept at data interpretation and informed decision-making ● Robust planning, budgeting, monitoring, and evaluation skills to support strategic implementation 	<ul style="list-style-type: none"> ● Fluency in other languages preferably Spanish or French would be an advantage

	<ul style="list-style-type: none"> • Exceptional project management capabilities, ensuring timely delivery and quality outcomes • Advanced IT proficiency, including expertise in spreadsheets and data handling tools as well as familiarity with Google Suite • Proven ability to work autonomously as well as collaboratively within multidisciplinary teams • Highly organised with effective time management and prioritisation skills 	
Values, behaviours and competencies	<ul style="list-style-type: none"> • A calm, confident and welcoming communicator • Strong interpersonal skills and comfortable in cross cultural communication with people from different backgrounds • Adaptable and agile, with the ability to thrive in diverse environments and effectively adjust to varying approaches • Capable of thriving in a fast-paced work environment, effectively managing heavy workload and conflicting priorities while consistently meeting deadlines • Diligent and conscientious with work responsibilities • Driven, proactive, and self-motivated, with a strong ability to take initiative and identify opportunities for improvement and innovation • Empathetic and sensitive to various stakeholder needs • Cultural sensitivity and awareness of diverse needs, identities and backgrounds • A commitment to GNDR values of trust, mutual accountability, equity and respect for diverse identities and perspectives 	

Information for applicants

Eligibility	<p>Suitable candidates must be eligible to work in the UK.</p> <p><i>This role will be predominantly remote. However, we are currently piloting a</i></p>
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	<p><i>revised hybrid working model for our UK-based team, which includes monthly in-person meetups at a flexible workspace in London. This arrangement remains subject to the outcome of the ongoing consultation, with the trial period scheduled to conclude at the end of October.</i></p> <p>Please note that occasional international travel may also be required for this role.</p>
Start date	November 2025 (one-year fixed-term contract)
Contract type	This is maternity cover and the contract will be offered on a one-year, full-time basis subject to relevant pre-employment checks and satisfactory completion of a six-month probationary period.
Office hours	<p>35 hour working week (Monday to Friday 9:00am - 5:00pm within your time zone) with a one-hour lunch break (unpaid).</p> <p>Given that we work across different time-zones, some non-traditional hours for early or late calls may occasionally be required.</p> <p>We are happy to consider flexible working arrangements as part of the recruitment process.</p>
Annual leave	33 days including public holidays, plus additional year end days.
Probation	Six months probationary period with a three month mid-term review.
Salary	Your gross annual salary will be £56,098 per annum
How to apply	<p>To be considered for this role, please submit an up to date copy of your CV (max. two A4 pages) and a Cover Letter (max. one A4 page) by email to HR[at]gndr.org</p> <p>Please include in the subject of the email, the following: "Application for the Head of Fundraising, Impact and Communications role"</p> <p>Please note: we are unable to accept incomplete applications.</p> <p>If you have any questions or need to discuss any adjustments to the recruitment process, please contact our recruitment team at HR[at]gndr.org.</p>
Equal opportunities and accessibility	We are dedicated to creating a team that embodies the rich diversity of the society and communities we serve. Our commitment lies in cultivating an inclusive environment, where everyone has the opportunity to thrive.

	<p>We strongly encourage applications from individuals of diverse backgrounds, including those from underrepresented ethnicities, nationalities, socioeconomic circumstances, LGBTQIA+ and individuals with disabilities. We celebrate the unique experiences and perspectives that every candidate brings and are dedicated to ensuring fair and equitable opportunities for all.</p> <p>We're committed to making our recruitment process as accessible and inclusive as possible for individuals of all needs and abilities. If you require any adjustments at any stage of our recruitment process, please contact us at HR[at]gndr.org.</p>
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