



Fundraising & Donor Relations Manager

About Development Initiatives

Development Initiatives (DI) is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

Since DI was established in 1993 our expertise and passion has been rooted in the role data can play in development. We are focused on getting better data on poverty and vulnerability, so we know where need is greatest and whether efforts are working. We are dedicated to improving information about resources so that they can be targeted effectively – and we want to help others use data to improve decision-making and drive better results.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Read more about our work in our [2017 progress report](#).

Fundraising and Donor Relations

In 2015, we undertook a strategic review process to define the direction and plans of the organisation to 2020 and identified several organisational priorities relevant to fundraising, including the need to increase core funding and generate unrestricted operational reserves.

DI has been largely funded by the governments and institutions we work with, however, being aware of the political uncertainties and changing domestic priorities that our funders face, we are diversifying our revenue and further developing our relationships with trusts and foundations.

“An indispensable tool that shines a light on progress”

DFID Senior Humanitarian Policy Advisor (about our Global Humanitarian Assistance Report 2017)

Fundraising and Donor Relations Manager

Role content and purpose

Working closely with DI's Executive Director, the Directors team and Theme Leads, the post-holder will help sustain existing funding streams and identify new funders to help us grow our non-profit income and expand our pool of donors, primarily with trusts and foundations largely based in the US and the UK.

The post-holder will research and identify potential new funders, draft and submit applications, build relationships with donors and provide procurement and administrative support during final funding negotiations.

The post-holder will cover the whole spectrum of fundraising duties and must think strategically and work operationally. They will need to be confident in representing the organisation externally and coordinate relationships as required.

Duties and responsibilities

Technical duties

- Research the global funding market, identifying new leads and potential calls for proposals
- Lead the development and submission of proposals, and track follow-up with the donor/funding body
- Build relationships with new and existing funders to present new areas of DI's work to sustain and expand the relationship in the future
- Draw on DI staff knowledge to understand our work at global, national and local level
- Be responsible for the development, management and delivery of the annual fundraising plan
- Review organisational strengths, looking at opportunities to further develop our fundraising strategy with the Directors and the Executive Director, with a focus on developing a 3-to-5-year plan with a diverse range of income streams
- Create a demographic map of our funder types to inform our approach to fundraising
- Provide training and advice on fundraising across the organisation, including our country programmes (Kenya, Uganda and Nepal)
- Represent DI externally where appropriate
- Coordinate and ensure reporting to donors is delivered on time and to DI quality standards, and begin renewal processes to prevent funding gaps

Organisational responsibilities

- Develop and maintain effective systems for tracking and planning fundraising, ensuring these are consistent with DI's operational requirements and policies
- Support the development and implementation of the organisational strategy

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings and performance management appraisals
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

Area		Essential/ desirable
Experience	<ul style="list-style-type: none"> Evidenced track record of developing successful fundraising applications to trusts, foundations, statutory bodies, bilateral or other institutional grant funders 	E
	<ul style="list-style-type: none"> International development/third sector experience 	E
	<ul style="list-style-type: none"> Demonstrable networking experience and contacts 	E
	<ul style="list-style-type: none"> Some experience/exposure to fundraising beyond philanthropic trusts and foundations including high-net-worth individuals and the private sector 	D
	<ul style="list-style-type: none"> Experience of developing corporate partnerships 	D
	<ul style="list-style-type: none"> Experience of fundraising for non-UK projects and offices 	D
Skills and abilities	<ul style="list-style-type: none"> Ability to build strong and lasting relationships with key stakeholders 	E
	<ul style="list-style-type: none"> Outstanding research skills, including identifying and monitoring potential funders 	E
	<ul style="list-style-type: none"> Excellent communication skills, including experience of communicating effectively across varied audiences, both verbally and in writing 	E
	<ul style="list-style-type: none"> Ability to present and interpret complex information 	E
	<ul style="list-style-type: none"> Proven organisational, planning and project management skills 	E
	<ul style="list-style-type: none"> Ability to interact with employees at all levels 	E
	<ul style="list-style-type: none"> Good financial management and budgeting skills 	E
Education	<ul style="list-style-type: none"> A strong academic record in subjects demanding excellent written English 	E
	<ul style="list-style-type: none"> A Fundraising Diploma or professional qualification is advantageous but will not outweigh experience 	D
Knowledge	<ul style="list-style-type: none"> Knowledge and understanding of statutory, trust and institutional fundraising, including research sources and funding criteria 	E
	<ul style="list-style-type: none"> Good knowledge of the US fundraising landscape 	D
Personal attributes	<ul style="list-style-type: none"> Competent in working under pressure towards deadlines 	E
	<ul style="list-style-type: none"> Attention to accuracy and detail 	E
	<ul style="list-style-type: none"> Adept at working independently with minimal support 	E

Contractual details

Start date: November 2018
Location: Bristol, UK or Washington DC, US
Salary: £40,000 to £45,000 (dependent on location and experience)
Hours: 35–40 hours a week (dependent on location)
Probation: 3 months

Application details

Your CV (no more than two pages) and cover letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: Connie Fitzgerald (Human Resources Officer) at HR@devinit.org, quoting reference: F&DR in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 28 September 2018, 5pm BST

First interviews: W/C 8 & 15 October 2018

Second interviews: To be advised

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents before employing them, to ensure they have the right to work in the country in which this post is based.

Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

Working together

People are our greatest asset. You often hear it said, and at Development Initiatives, it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

	UK	US	East Africa
Informal work environment (e.g. casual dress)	✓	✓	✓
Pension scheme with 5% employer contribution	✓		✓
Flexible working arrangements (e.g. homeworking, flexitime)	✓	✓	✓
Healthcare scheme with employee assistance programme	✓		
Medical Insurance		✓	✓
Paid study leave and financial support	✓	✓	✓
Paid professional membership fees	✓	✓	✓
Buy/sell holiday scheme	✓	✓	✓
Cycle to work scheme	✓		
Childcare vouchers	✓		
Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas	✓	✓	✓
Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people)	✓	✓	✓