



# Fundraising Development Specialist

# 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.

Our research tells us that around the world, nearly 20% of the world's population are living in poverty, with 768 million of them classified as living in extreme poverty. They are in danger of being left behind. We are committed to making sure that doesn't happen as part of the global movement to Leave No One Behind and we are the only organization with the history and expertise to provide the research, analysis and advisory support needed to be successful.

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

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**“An indispensable tool that shines a light on progress”**

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

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# Fundraising Development Specialist

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 and seeking new investments from private funders.

The demand for our data work remains consistent, even increasing in the areas of crisis briefings and real-time analytical support and so it is essential that our work continues so that even when traditional funding resources shrink, we have stability in our revenue sources to play a constant and consistent role as a global partner in poverty reduction.

The postholder will therefore play a pivotal and essential role in ensuring that we are able to continue to meet the demand for the complex data work that is necessary to drive informed and evidence-based policy decisions on poverty. They will work in partnership with donors to ensure that we continue the momentum of data integrity and quality that has taken decades to build.

## Role content and purpose

Working closely with our executive team of six (the Executive Director, four Directors who are based in the UK and our Head of Africa who is based in Kenya), the postholder will help to sustain existing funding streams and identify new funders to help us grow our income and expand our pool of donors especially with trusts, foundations and private investors.

The postholder will research and identify potential new funders, research, draft and submit grant applications, build relationships with donors, and provide procurement and administrative support during final funding negotiations in addition to managing ongoing relations and ensuring that progress reports meet donor needs.

The postholder will cover the whole spectrum of sustainable fundraising/resource development duties and must think strategically yet be able to roll up their sleeves and work operationally as a team of one (but with input and support from other teams). They will need to be confident in representing the organisation externally, co-ordinating and building relationships as required.

## Duties and responsibilities

### Technical Duties

- Research the global funding market, identifying new funding opportunities
- Lead the development and submission of funding 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 for the future
- Draw on DI staff knowledge to understand our work at global, national and local level

- Be responsible for the development, delivery and management of the annual fundraising plan
- Develop, manage and update fundraising criteria, budget templates and fundraising guidance material regularly
- Develop our fundraising strategy with the Executive Director and in consultation with the Executive Team, for the next five-year plan to include a diverse range of income streams and avoidance of funding gaps
- Ensure donor relations are managed successfully across the organisation and act as the main point of contact, regularly communicating with donors and strengthening relations
- Create a demographic map of our funder types to inform our approach to fundraising
- Provide training and advice on fundraising across the organisation, including to 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.

### **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 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"> <li>• Strong track record of developing high quality and successful fundraising proposals to trusts, foundations, statutory bodies, bilateral or other institutional grant funders</li> <li>• International development/third sector experience</li> <li>• Excellent networking and negotiation skills</li> <li>• Some experience/exposure to fundraising beyond philanthropic trusts and foundations including high-net-worth individuals and the private sector</li> <li>• Experience of developing corporate partnerships</li> <li>• Experience of fundraising for non-UK projects and offices</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Skills and abilities	<ul style="list-style-type: none"> <li>• Able to build strong and lasting relationships with key stakeholders</li> <li>• Outstanding research skills, including identifying and monitoring potential funders</li> <li>• Excellent communication skills, including experience of communicating effectively across varied audiences, both verbally and in writing</li> <li>• Ability to present and interpret complex information</li> <li>• Proven organisational and planning skills</li> <li>• Ability to interact with employees at all levels and work collaboratively with virtual teams across multiple countries</li> <li>• Good financial management skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Education	<ul style="list-style-type: none"> <li>• A strong academic record in subjects demanding excellent written English</li> <li>• A Fundraising Diploma or professional qualification is advantageous but will not outweigh experience</li> </ul>	<p>E</p> <p>D</p>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge and understanding of statutory, trust and institutional fundraising, including research sources and funding criteria</li> </ul>	<p>D</p>
Personal attributes	<ul style="list-style-type: none"> <li>• Competent in working under pressure to strict deadlines</li> <li>• Attention to accuracy and detail</li> <li>• Adept at working independently with minimal support</li> <li>• A willingness to travel if necessary and the ability to interact with people from diverse, multi-cultural backgrounds</li> <li>• Confident in operating in a strategic role and representing and engaging with senior level staff internally and externally</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

## Contractual details

Start date: Asap  
Location: Bristol, UK  
Salary: Up to £50,000 (dependent on experience)  
Hours: 35 hours a week  
Probation: 3 months  
Leave: 25 days pro rata, plus all bank/public holidays

## 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](mailto:HR@devinit.org), quoting reference: F&DS 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: 24 February 2019

First interviews: March 2019

Second interviews: To be advised

## Other

We welcome applications from all sections of the community.

We are disability confident committed and have a 'Guaranteed Interview Scheme'.



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.

## 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)	✓	✓	✓