



Fundraising Manager

Location: London, UK - Only applicants with a valid UK work visa for the full term of the contract are eligible to apply

Type of contract: Full-time, 1 year fixed-term contract with possibility of renewal

Reporting to: Co-Directors

Suggested start date: 1/11/2018

Salary: A competitive salary and benefits package commensurate with experience (Point 26 on Well Grounded Salary Scale 40K-46K gross per annum)

Benefits: Statutory pension and annual leave of 28 days per annum. Possibility of working remotely a maximum of 3 days per week.

INTRODUCTION TO WELL GROUNDED

Well Grounded was established in 2010 to support the development of civil society organisations (CSOs) in Africa to reach their full potential and achieve real, positive change for environmental and social justice. In a context where natural resources are central to the lives and livelihoods of the poorest and most marginalised people, Well Grounded supports CSOs because they have a key role to play in addition to and as a counterweight to government and the private sector. Well Grounded works with CSOs so that they are able to realise their objectives and vision and make a positive change to community rights and natural resource management in their home countries and in the wider world.

The services that we offer are often in the form of facilitation, training, coaching and mentoring. This means that our core resources are our human resources: in other words, what we mainly offer to our clients is the time and expertise of the different members of the Well Grounded team. The team is made up of staff members and associates. Associates are independent consultants experienced in organisation development (OD) who share our values and bring additional skills to the team. The team members are based in Africa and Europe (2 in Cameroon, 1 in Ivory Coast, 2 in France and 1 in London). The Project Manager and Fundraiser will be mainly based in London.

The **Fundraising Manager** contributes to the overall success of the organisation by effectively fundraising to ensure it is well resourced to carry out its work. Additionally, this person will play a central role in managing one of Well Grounded's grants from the Department for International Development's Forest Governance Markets and Climate programme, (DFID FGMC). The Fundraising Manager will also be asked to take on some additional central functions, which are further outlined below.

Job description

The main objective of the function is to actively develop and provide oversight of fundraising in order to secure the financial resources necessary for the healthy functioning of Well Grounded as well as manage the current DFID FGMC grant and maintain a good relationship with DFID.

Fundraising responsibilities:

- Develop and implement an organisational fundraising strategy
- Identify new donors whose criteria match Well Grounded's aims and activities
- In collaboration with other members of staff develop innovative and effective projects
- Develop new and imaginative fundraising initiatives (such as web-based fundraising)
- Build relationships with potential donors and raise awareness of the charity and its work at national and international levels
- Manage and update databases to record donor contact and preference information
- Make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.
- Develop courses and tools that can be used to strengthen the fundraising capacity of Well Grounded staff

Project management responsibilities for the DFID FGMC grant:

- Be the main contact point for the donor and the project staff and associates
- Monitor project activities and project expenditure and coordinate work with project staff and associates
- Ensure project activities comply with the policies and regulations of the donor
- Ensure that narrative and financial reports are submitted to the donor as outlined in the grant agreement
- Carry out any administrative work required to ensure the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes
- Trouble shoot project problems, identify and implement creative solutions in collaboration with the rest of the team

Additional central functions related to WG visibility & representation

- Participate in communications work that improves WG's visibility with existing and potential donors
- Make sure that WG activities/achievements/publications are visible on the website
- Represent WG in the UK as and when appropriate

PERSON SPECIFICATION

ESSENTIAL KNOWLEDGE & EXPERIENCE

- A minimum of five years' experience in fundraising and project management
- A minimum of three years' experience within the forest governance and/or forest community rights
- Good financial literacy (able to develop and understand realistic budgets)

ESSENTIAL SKILLS

- Strong written and verbal communication skills with the ability to inspire whilst conveying technical
- Strong at researching and devising strategies and taking advantage of funding opportunities
- Excellent command of oral and written English and French
- Adept at building long-term relationships with potential donors and persuasively explaining Well Grounded's work
- An international outlook with a working understanding of and respect for different cultures
- Proactive approach to work
- Able to work with limited supervision, resourceful, efficient and focused
- Highly detailed oriented and strong skills in organisation and planning

DESIRABLE KNOWLEDGE, SKILLS& EXPERIENCE

- Experience in organisation development or capacity strengthening projects
- Experience with managing a DFID grant
- Able to cope with high levels of pressure in meeting strict deadlines and situations requiring critical decision-making
- Flexibility, patience and a can-do approach to tasks and the ability to adapt to a changing and challenging environment

HOW TO APPLY

To apply, please complete [the application form](#).

The closing date for this role is 17.00 on **Wednesday 19th September**. Shortlisted candidates will be required to undertake a competency based written test by email and a short telephone/Skype interview on **Monday 24th September 2018**. Face-to-face interviews with the final candidates will be held on **Friday 28th September 2018 in London**. The successful candidate will be required to confirm that he/she has the right to live and work in the UK before the post can be taken up. **Only applicants with a valid UK work visa for the full term of the contract are eligible to apply.**

Our safeguarding policy requires us to enquire about background information on criminal records and interactions with children and vulnerable adults. During the recruitment process, we may request this information, including from your previous employers.