

Job description: Fundraising Manager

1. General

Job Title: Fundraising Manager
Location: London
Reporting to: Senior Partnerships and Fundraising Manager

2. Organisation information

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. We make peace possible.

Conciliation Resources has been working to build peace for 25 years, and currently operates in eight global regions, with a staff team based mainly in the UK, of over 60 people from different countries and cultural backgrounds. Central to our work is our approach to partnership – we currently work with over 70 partners around the world.

General Criteria

Conciliation Resources' core values of Collaboration, Creativity, Challenge and Commitment underpin everything we do, and staff are expected to apply these values to their work and in their interactions with others. In addition, we foster an internal environment of transparency, mutual respect, integrity and professional discretion.

Fundraising and Communications team

The newly merged and restructured Fundraising and Communications team consists of six members of staff at different levels (including two roles currently being recruited), headed up by a Director of Fundraising and Communications.

The Fundraising team is responsible for the generation of unrestricted income through the strengthening of existing funding relationships as well as the development of new funding relationships. The majority of funding currently comes from institutional donors, however the Fundraising team is working to diversify the organisation's funding streams, further developing other funding sources, such as trusts and foundations, high net worth individuals (HNWI) and corporations.

The Communications team has oversight over all areas of communications and sets organisational communications strategy, vision and direction. The Communications team manages specific communications outputs and projects across all areas of communications including digital, media engagement, branding and publications.

The Fundraising and Communications team works closely with other teams across Conciliation Resources to develop and implement strategies, and provide direction, support and technical advice in all aspects relating to Fundraising and Communications.

3. Job overview

Job purpose

To contribute to the effective implementation of Conciliation Resources' fundraising strategy, working closely with the Senior Partnership and Fundraising Manager to increase Conciliation Resources' unrestricted income. This role coordinates certain elements of Conciliation Resources' donor diversification strategy, particularly by working with selected bilateral donors, as well as initiating and following up on opportunities for increased trust and foundational giving, and funding from other

sources such as HNWI's.

Scope and accountability

This position sits within the Fundraising and Communications team and reports to the Senior Partnerships and Fundraising Manager against a set of agreed performance and professional development goals.

The Fundraising Manager works on researching and approaching new funders, as well as on strengthening existing and developing new funding relationships with selected bilateral donors, trusts and foundations. They also pursue opportunities for funding from other sources, such as HNWI's and corporates. Working with other Fundraising team members, the Fundraising Manager oversees a pipeline of (calls for) proposals and donor prospects, identifying funding opportunities for the entire organisation.

The post holder works closely with both the Senior Partnerships and Fundraising Manager and the Fundraising and Administration Officer, and in addition with members of the Communications team, and with other teams across the organisation.

4. Specific responsibilities and tasks

Prospect research and donor relationship management

- Lead on developing and implementing tailored relationship plans for selected bilateral donors, trusts and foundations and HNWI's, based on a sound understanding of Conciliation Resources' organisational/programmatic objectives, fundraising strategy and future funding requirements, as well as on donors' policies, funding priorities and opportunities.
- Research and identify prospective donors, including identifying potential fundraising leads amongst trustees and staff, and proactively ensuring they are kept abreast of our work.
- Periodically research and analyse fundraising trends and provide quantitative analysis and graphic presentations for inclusion in strategic discussions, documents and presentations.
- Research and map trends of trust and foundational and HNWI giving and assess the implications of these for Conciliation Resources, making recommendations to the Senior Partnerships and Fundraising Manager and Director of Fundraising and Communications when necessary.
- Carry out regular prospect research using selected databases and portals for bilateral and multilateral donors, trust and foundations (e.g. Devex, DSC, Funds for NGOs, etc.).
- Support senior and programme staff to develop good relationships with funders aimed at achieving well-coordinated links with funders across the organisation.
- Identify and pursue new funding opportunities, based on Conciliation Resources' Fundraising strategy and wider organisational objectives, as and when appropriate.
- Keep abreast of developments in Conciliation Resources' work, gaining a detailed understanding of funding needs and priorities, and identifying and sharing opportunities to fund our work.

Writing and coordinating fundraising proposals, and developing materials

- Set up and / or follow up with contacts of trusts and foundations (through letters of inquiry and other communication materials/techniques) and HNWI's of (strategic) interest to Conciliation Resources.
- Working closely with the Senior Partnerships and Fundraising Manager, develop and submit applications to existing and new donors, recording the process on the database and hard files.

- Lead on developing high-quality project proposals, ensuring that they meet donor requirements, and adhere to in-house guidelines and sign-off procedures.
- Write and create fundraising packs, 'cases for support' and other specialist fundraising materials when required.

Grants administration and internal communications

- Track donor reporting and other requirements, maintaining oversight of the detail of funding agreements and terms for selected donors, while working with others internally to ensure Conciliation Resources adheres to donor requirements.
- Contribute to an orderly keeping of all databases and electronic and paper filing systems for all funding submissions, grant-funded projects and donors from across the Fundraising team portfolio.
- Work with the Senior Partnerships and Fundraising Manager to produce fundraising activity reports for the Executive Management Team and the Board to track and monitor progress on activities and performance against budget.
- Contribute to internal fundraising discussions and review processes and to the enhancement, maintenance and promotion of internal Fundraising systems, tools and processes, regularly updating information and assisting others to do.
- Develop strong internal relationships and information sharing across Conciliation Resources.
- Share best practice, learning, ideas and successes with others across the organisation, through the development of materials and delivery of training, to develop fundraising skills and capacity.

Other

- Participate in line management processes and keeping the HR Information System up to date.
- Contribute to the Fundraising team's quarterly reports, and plans.
- Participate in team and organisation-wide meetings.
- Perform other duties and tasks, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.

5. Person specification

Knowledge and experience

Essential

- Solid fundraising experience, including a proven track record of successfully raising funds from institutional donors, trusts and foundations, HNWI's and/or corporates, including handling subsequent reporting requirements.
- Knowledge of the charity/NGO funding environment.
- Experience of writing professional standard reports, applications, proposals, bids or similar that require the summarising of complex issues in a readable and engaging style.

- Experience of taking the initiative, making decisions and managing a complex, varied and, at times, heavy workload.
- Understanding of international issues and appreciation of cross-cultural sensitivities.
- Relevant university degree, or local equivalent, or qualification by experience in a relevant subject area.

Desirable

- Good knowledge and experience of working with donors (specific experience with donors that support the peacebuilding sector, US and UK trust and foundation sector, HNWI's and/or online fundraising is a bonus).
- Knowledge of procurement processes and procedures (e.g EME, PQQ / SQ, RFPs, E of I, ITT, subcontracting, consortia, tender conditions, timelines).
- Knowledge of international development, and/or peacebuilding/conflict resolution.
- Experience of working in an international NGO.

Skills/attributes

- Excellent English verbal and writing skills with the ability to communicate and summarise complex information clearly and persuasively (essential).
- Strong interpersonal and relationship-building skills, with the ability to work collaboratively and to influence others.
- Common sense approach, with a positive attitude and ability to adapt to an evolving business and working environment.
- Strong organisational and planning skills with the ability to manage a varied workload and coordinate processes involving multiple people/teams within short deadlines.
- Well-developed conceptual, analytical and problem-solving skills.
- Excellent research and analysis skills.
- Good computer and IT skills (preferably in a Mac environment).
- Excellent command of Excel.
- Creative, flexible character and open to new ideas.
- Commitment to Conciliation Resources' goals, values, work and approach.

February 2019