

# Job description: Fundraising and Administration Officer

## 1. General

Job Title: Fundraising and Administration Officer  
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, as well as providing 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 Partnerships and Fundraising Manager and Fundraising Manager. The post holder coordinates certain elements of Conciliation Resources' donor diversification strategy, particularly by working on researching potential donors, as well as on grants administration.

### Scope and accountability

The Fundraising and Administration Officer 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 and Administration Officer works on researching potential donors and on all areas of grants administration. They also support broader fundraising efforts working closely with both the Senior Partnerships and Fundraising Manager and the Fundraising Manager, monitoring selected multilateral (e.g EU, UN) fundraising portals and identifying funding opportunities for the entire organisation.

As well as working closely with the Fundraising team members, they also work with the Communications team and with other teams across the organisation.

#### **4. Specific responsibilities and tasks**

##### **Research, analysis and materials**

- Conduct research on multilateral funders (e.g EU Pador, EUcapacity4Dev, UNGM) and identify prospective donors based on Conciliation Resources' fundraising strategy.
- Carry out regular prospect research using selected databases and portals for multilateral donors, (e.g. Devex, Funds for NGOs).
- Assist with periodic research and analysis of global fundraising trends, providing quantitative analysis and graphic presentations for inclusion in strategic discussions, documents and presentations.
- Keep abreast of Conciliation Resources' areas of work and funding needs, and update cases for support appropriately.
- Prepare fundraising materials, as and when required.

##### **Grants administration and fundraising support**

- Manage all aspects of grant administration, including keeping track of donor requirements to ensure Conciliation Resources is meeting its commitments to donors.
- Ensure 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.
- Support the Senior Partnerships and Fundraising Manager and Fundraising Manager in the creation of funding proposals.
- Regularly update information on internal platforms, systems and in documents and spreadsheets.
- Develop internal relationships and information sharing across Conciliation Resources, working with Programme and Accord, Policy and Learning teams to collate and share information relating to funding proposals and donors.
- 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.
- Assist with logistics of Fundraising and Communications team's meetings, travel, webinars, IT development, introduction and training sessions.

##### **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**

- Administration experience, including a proven track record of successfully maintaining office records
- Experience of working in an office taking the initiative and multitasking as part of a complex, varied and, at times, heavy workload.
- Some understanding/knowledge of basic fundraising practices, approaches and environment
- Experience of writing for different purposes and presenting information clearly.
- Cross-cultural sensitivity and appreciation.

#### **Desirable**

- Good knowledge and experience of fundraising and 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 (e.g EME, PQQ / SQ, RFPs, E of I, ITT, subcontracting, consortia, tender conditions, timelines).
- Experience of drafting fundraising materials and cases for support.
- Knowledge of international contexts and/or peacebuilding/conflict resolution.
- Relevant university degree, or local equivalent, or qualification by experience in a relevant subject area.
- Experience of working in an international NGO.

#### **Skills/attributes**

- Excellent English verbal and writing skills (essential), with the ability to communicate and summarise complex information clearly and persuasively.
- Strong interpersonal and relationship-building skills, with the ability to work collaboratively, listen to and influence others.
- Common sense approach, with a positive attitude and the 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.

- Research and analytical skills, with the ability to present information in an accessible way.
- 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.

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