



African Rainbow Family

Funding & Fundraising Officer

JOB INFORMATION PACK

Job Description

- Work with our Support Services Manager and Media and Fundraising Volunteer to identify funding priorities.
- Identify the key strengths and selling points of African Rainbow Family's work.
- Work with colleagues to identify and agree key funding priorities.
- Development of a grants & fundraising approach to resource the work of African Rainbow Family.
- Lead on researching funders that might support African Rainbow Family.
- Assist with budgets and financial projections.
- Coordinate applications for funds.
- Coordinate the bid writing process for grant applications.
- Lead on smaller grant applications.
- Provide periodic updates on fundraising results.
- Review and manage proposals and budgets for new projects.
- Build relationships with new and existing funders.
- Identify key decision makers in grant making bodies and ensure they are aware of our work.
- Communicate regularly with funders to ensure that they are aware of our successes.
- Work with potential major donors.
- Work with senior staff to draft donor narrative and financial reports.
- Lead on donor communications and ensure the team delivers this effectively.

Reporting & Monitoring

- Provide monthly monitoring and reporting on grant income in order to review and monitor budget targets.
- Ensure funds are spent appropriately and in a timely manner.
- Ensure grant reporting and monitoring satisfies funder needs.
- Maintain and manage fundraising records.
- Draft organisational reports to a high quality, in a timely manner.
- Work closely with all stakeholders to obtain case studies, as well as record and monitor results against agreed outcomes.
- Ensure project milestones and plans are delivered in a timely manner.

- Develop work plans, timetables and deadlines to achieve deliverables.
- Review all project information to be included in donor reports.
- Occasionally lead donor-facing meetings to provide project updates.

General

- Participate actively in regular team meetings.
- Support the Team in delivery of their work.
- Provide data for quarterly reports to the Boards.
- Participate in organisational activities and events.
- Any other tasks required to ensure the smooth running of African Rainbow Family.

Person Specification

Essential

- Fundraising experience with grants and Charity
- Track record of achieving financial targets and budget management
- Experience of growing relationships with funders
- Ability to identify strengths, listen to Charity's priorities, and create funding priorities.
- Experience of monitoring and evaluation that can be used to report on grants to funders.
- Ability to prioritise competing priorities, work to tight deadlines and remain calm under pressure.
- Commitment to the aims of African Rainbow Family.

Desirable

- Knowledge of the funding situation in the UK, including an understanding of the social, political and human rights issues.
- The ability to write content for a variety of media.

Application Process

Please return your completed application form by email to info@africanrainbowfamily.org.

The deadline for applications is 23:00 on Friday June 4th.
Interviews will take place week beginning 14th June.