

TOOLS FOR SELF RELIANCE

Job description

Job title Project Development Officer and Fundraiser

Grade Scale 3

Job purpose To raise the major part of TFSR's income.
To identify new institutional donors (grant making trusts, foundations and statutory funding schemes) to secure maximum grants possible.
To write project proposals supporting both our work in Africa and in the UK.

Main duties and responsibilities

- To deliver assigned income targets.
- To develop a strategy from initial research to application to ensure that all opportunities for funding are maximised.
- To ensure that grant applications are researched and submitted to the required timescales and as per donor guidelines – both in terms of when decision makers meet and in terms of numbers of applications. Maintain a database with funding cycles for each donor.
- To create and maintain good relationships with a diverse range of funders, including face to face contacts.
- To work closely with the Partnership Officers and partner organisations to set up and manage processes for proposal development and reporting procedures for all projects in line with expectations and requirements of trusts and foundations and contractual reporting requirements of institutional donors.
- To assist with the monitoring of restricted funding ensuring that double funding does not occur.
- To manage all administration of fundraising activities including ensuring that the database is kept up to date.
- To create materials for use in fundraising.
- To represent Tools for Self Reliance where appropriate.

Terms and conditions

Salary: Grade 3 (£23,520 - £29,400)

Pension 10% employer contribution to Tools for Self Reliance stakeholder pension after 6 month probationary period. Employee contribution optional.

Hours: 9 – 5, Monday to Friday

Holidays: 25 per annum plus public holidays

Probation: Six months probationary period

Place of work: Netley Marsh on the edge of the New Forest.

The fundraiser will have to attend occasional weekend and/or evening meetings and be ready to spend time working with partners in Africa. Any extra hours work will be compensated by time in lieu.

This is a permanent appointment.