

---

# Director of Programmes and Fundraising

<b>Reporting to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Head of Project Design and Innovation, Head of Programme Implementation, Reporting and Compliance Manager, Individual Giving Manager, Fundraising Coordinator
<b>Location:</b>	Tunbridge Wells, UK. Relocation closer toward London by March 2018. International travel to programme sites in Africa and for conferences and meetings in other locations possible
<b>Contract:</b>	Full-time, permanent
<b>Salary:</b>	£55,000 to £60,000 per annum, dependent on experience
<b>Child Protection Level:</b>	Enhanced

This role may include some out-of-hours work, with time off in lieu awarded. Appointment is conditional on a DBS check to conform to Build Africa's Child Protection Policy

## Organisation and context:

Build Africa is an award winning international development charity that believes in the power of education to help end poverty. We have a strong community development background, with over 30 years' experience in rural Kenya and Uganda. We are a small, nimble organisation that knows rural Africa and works exclusively in local communities, with local government officials, farmers, parents, and teachers. We programme based on the fact that the greatest changes to wellbeing are seen when interventions target the most impoverished areas. In 2016, we concentrated our focus on delivering programmes that helped improve access to education and enhance the quality of education.

## Role purpose:

The Director of Programmes & Fundraising is responsible for leading Build Africa's growth and overseeing the quality and effectiveness of its programmes. The post holder has functional responsibility for programme design and quality, fundraising, programme implementation, monitoring, evaluation, accountability, and learning.

The Director of Programmes & Fundraising is a member of Build Africa's Senior Management Team alongside the Director of Finance and Resources, and two Country Directors, all reporting to the Chief Executive Officer.

## Key tasks and responsibilities:

### 1. Strategy and Implementation

# Director of Programmes and Fundraising

Responsible for ensuring the existing 2017-2018 programme strategy and projects therein are implemented as planned, and working with the CEO and ISMT in designing the 2019-2021 strategy.

- Play a key role in the International Senior Management Team to devise, execute, and monitor the organisational strategy.
- Ensure a participatory process is used to develop and monitor strategy.
- Ensure strategy is in line with best practice and international trends as well as contextually appropriate to host country policies.
- Undertake monitoring of strategy implementation and quality of performance against plans.

## 2. New Business Development and Innovation

### *Design*

Responsible for the technical design and quality of the organisation's programme of work.

- Responsible for the development and design of activities within the programme of work, ensuring they are responsive, innovative, evidence-based, evidence-generating, and meet Build Africa's and international standards for best practice and quality.
- Oversee the individuals responsible for leading on the development of new business models such as public private partnerships and social enterprise.
- Lead geographic expansion planning.

### *Fundraising Strategy and Relationship Management*

Responsible for fundraising strategy and stakeholder relationship management.

- Lead on partnership development, implementing the 2017-2018 Stakeholder Strategy.
- Provide high-level relationship management with key stakeholders, including donors, to sustain and grow the portfolio.

### *Fundraising Operations*

Responsible for setting and meeting annual and multi-year fundraising targets. Implement the 2017-2018 Fundraising Strategy, growing existing income streams.

### Individual donors

Oversee individuals responsible for:

- ensuring income from committed givers is maximized, including encouraging lapsed donors to resume giving and upgrading gifts from donors where appropriate.
- ensuring Build Africa keeps abreast of the individual giving markets, identifying trends, competitor activity and changes in regulations-including data protection.
- helping incorporate clients/beneficiaries as new investors/donors.

### Institutional Donors

- Ensure that Build Africa sustains and expands Trusts and Foundations portfolio.
- Ensure that Build Africa sustains and expands the statutory portfolio.

## 3. Quality, Impact and Compliance

Responsible for programme quality, donor compliance, accountability, and learning.

- Oversee organisational MEAL including capacity building, technical support and training.

# Director of Programmes and Fundraising

- Ensure MEAL is consistently and systematically integrated into programmes and monthly reports are generated using the new MEAL system.
- Ensure learning is generated by programmes and shared internally, and externally as appropriate, demonstrating organisational impact.
- Oversee the individuals responsible for ensuring grant compliance in line with donor requirements, ensuring timely submission of reporting to key institutional and foundation donors.
- Ensure that Build Africa is implementing appropriate Child Safeguarding practices throughout the organisation and within programmes.

## 4. Other

- Keep abreast of current issues within the sector and key innovations in education.
- Any other responsibilities as required by the CEO.

## Experience:

The following skills and attributes are required:

- Strong strategic planning and oversight experience.
- Proven experience to effectively communicate ideas to myriad audiences in a persuasive manner.
- Understanding of major policies/issues of large bilateral/multilateral donors and strong knowledge of donor related business practices.
- Demonstrated experience securing and growing relationships with a wide variety of donors.
- Experience of working with international partners, supporting budget planning and financial management.
- Experience leading during a time of change
- Ability to coach and lead by example.
- Experience of leading a multi-disciplinary team.
- Strong understanding of MEAL

The following skills and attributes are desirable:

- Prior leadership experience in a social enterprise or public/private partnership.
- Experience working in Africa.
- Fundraising experience in the US.
- An experienced international development professional.
- An understanding of the education sector in Africa
- Experience of working with USAID, DFID, EU and UN funds highly desirable.

## Personal qualities:

- Build Africa is looking for an individual with a range of leadership, technical and communication skills.
- The successful candidate is likely to have demonstrable skills in the following areas:
  - Strong communication skills, both written and verbal, blended with a confident and personable manner.
  - Ability to influence key stakeholders at all levels both internally and externally.
  - Results focussed, ensuring long-term sustainability and increased impact.
  - Aware of emerging developments within the sector, with the ability to focus and articulate a vision of the future which inspires and excites others, while understanding the detail and looking for the evidence.

# Director of Programmes and Fundraising

- An analytical ability to quickly understand new or evolving situations, and to develop strategies to deal with such situations/ solutions focussed.
- Able to work flexibly, under pressure and to meet demanding deadlines, with the ability to prioritise and manage conflicting demands.
- Ability to think strategically yet still be prepared to be hands-on.
- High energy levels, resilience, and tenacity.
- You will have a high level analytical and interpretative problem solving ability.
- Able to conduct international travel to country programmes in Africa and US fundraising conferences (roughly 2 to 3 trips per year)

## Application procedure:

To apply, please submit a copy of your current CV and an application letter of no more than one page explaining how you fit the skills and attributes required. Email these two items to [recruitment@build-africa.org.uk](mailto:recruitment@build-africa.org.uk) by 19 July 2017 (at 5pm BST ) with "Director of Programmes and Fundraising Application-YOUR NAME" in the subject.

Interviews will take place on 24 or 25 July 2017.

Please note that you must have all the necessary documents in place to prove your eligibility to work in the UK before applying for this role.

Under the Asylum & Immigration Act, Build Africa has a responsibility to ensure that all employees are eligible to work in the UK. Consequently before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your original birth certificate, passport, work permit or other document confirming your right to work in the UK. Copies will not be accepted.