
Director of Programmes and Fundraising

Reporting to:	Chief Executive
Responsible for:	Head of Project Design and Innovation, Head of Programme Implementation, Reporting and Compliance Manager, Individual Giving Manager, Fundraising Coordinator
Location:	Tunbridge Wells, Kent, UK. Initially. Possible relocation to London end 2017/early 2018. International travel to sites in Africa and for conferences and meetings in other locations possible
Contract:	Full-time, permanent
Salary:	£55,000 to £60,000 per annum, dependent on experience
Child Safeguarding Level:	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 has 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 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.

We are operating in a time where we need to identify sustainable and durable solutions to development assistance in an era of waning official foreign assistance, waxing private sector engagement in the sector, and the implications of a post-Brexit economy. We want to permanently move away from dependency-generating programming and toward the evidence that tells us that social enterprise models are those that could best create growth and wellbeing in the social and economic sectors.

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,

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monitoring, evaluation, accountability, and learning. S/he will play a significant role in growing Build Africa into an increasingly innovative organisation that remains deeply committed to its community development roots. Importantly, s/he will lead on the development of a geographic expansion plan and the introduction of (a) social enterprise model(s).

The Director of Programmes & Fundraising is a member of Build Africa's Senior Management Team alongside the Director of Finance and Resources, and reports to the Chief Executive. The extended SMT includes the Country Directors.

Key tasks and responsibilities:

1. Strategy and Implementation

Responsible for designing and operationalizing programme strategy, strategy implementation, and implementation of projects within the strategy.

- Play a key role in the International Senior Management Team to devise, execute, and monitor the organisational strategy. In 2017 and 2018 this will include completing the 2014-2018 strategy considering the work on the strategy refresh of 2016/2017 and working with the CEO and International Senior Management Team in designing the 2019-2021 strategy.
- Provide direct management and direction on significant strategic issues and partnerships.
- Ensure learning is generated by programmes and shared internally, and externally as appropriate, demonstrating organisational impact.
- Support Country Directors in programme implementation, ensuring appropriateness of efforts in relation to design, donor commitments, and client/beneficiary needs.

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.
- Lead on the development of new business models such as public private partnerships and social enterprise.
- Relatedly, incorporate new models and innovations (e.g. applying technology and other creative solutions) as appropriate to the organisation's long term strategic requirements
- Lead the geographic expansion planning.
- Support Country Directors to review and direct the development of country fundraising strategies

Fundraising Strategy and Relationship Management

Responsible for fundraising strategy and stakeholder relationship management.

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- Implement the 2017-2018 Fundraising Strategy, sustaining existing income streams and developing new investment streams, including fee for service social enterprise activities.
- 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.

Individual donors

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

Institutional Donors

- Facilitate the development of a corporate fundraising scheme.
- 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 to ensure MEAL is consistently and systematically integrated into programmes.
- Guide the work of MEAL specialists and focal points within programme teams in coordination with programme colleagues in-country
- Ensuring grant compliance in line with donor requirements, ensuring timely submission of reporting to key institutional and foundation donors
- Lead on ensuring that Build Africa is implementing best practice within Child Safeguarding throughout the organisation and within programmes, prioritising the needs of children and ensuring child safeguarding issues are addressed

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:

- Proven experience to effectively communicate ideas, proposals, issues and implications at a senior level to external and internal audiences in a persuasive manner.
- Demonstrated experience securing and growing relationships with corporate partners.

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- Experience transitioning donors or investors from supporting one 'product' to supporting a range of new 'products.'
- Ability to coach and lead by example.
- Experience of leading a multi-disciplinary team.
- Understanding of major policies/issues of large bilateral/multilateral donors and strong knowledge of donor related business practices.
- Passionate about using new technologies/innovations to drive impact, and have an up to date understanding of what is possible.
- Strong understanding of MEAL
- Experience of working with international partners, supporting budget planning and financial management.
- Experience working in Africa.

The following skills and attributes are desirable:

- Prior leadership experience in a social enterprise or public/private partnership.
- 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.
 - 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)

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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 would help a small NGO in a post-Brexit environment transition into a social enterprise. Email these two items to recruitment@build-africa.org.uk by 17:00 GMT+1 Friday 9 June 2017.

First round interviews to be held in the week beginning 19 June.

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.