
Statutory and Trusts Fundraiser

Lead on technical statutory and institutional trusts and foundations bids

– Maternity cover, 12 months

Salary:

£27,111

Hours:

35 per week (with potential for part-time hours)

Job purpose

Build Africa relies on income from institutional donors to deliver its project work in rural Africa. The primary purpose of this maternity cover role is to deliver substantial income from statutory and institutional donors, through effective research, bid writing and stewardship.

Key tasks

- Develop excellent knowledge of Build Africa's project portfolio and fundraising needs, and act as internal lead for this

- Proactively prioritise funding bids in accordance with organisational strategy and need

- Create and submit quality technical bids to existing donors

- Identify new potential statutory and institutional donors through proactive research, and create and submit quality bids as appropriate

- Support in-country bid submissions for prospects identified by Build Africa's teams in Uganda and Kenya

- Liaise with in-country teams, Head of Programme Implementation, Head of Fundraising, Partnerships Manager, Trusts and Foundations Officer and CEO around donor asks

- Present proposals to Head of Fundraising and Communications for project design support where an appropriate call does not have corresponding existing intellectual property

- Assess likelihood of success for identified calls for proposals

- Attend statutory networking events such as DFID Early Market Engagements

- Monitor statutory and institutional fundraising trends and patterns – and share insight with relevant stakeholders

- Where appropriate, provide technical assistance for major donor and corporate relationship management

- Give ad hoc support to the Trusts and Foundations Officer for medium level bids

- Where requested, support in creating reports for institutional donors

Institutional Fundraiser

Person specification

Essential

- Strong, demonstrable experience of working in statutory or institutional fundraising
- Proven success in securing multi-year funding through technical bid writing
- Experience of producing quality statutory donor reports
- Confident in researching new institutional donors and developing long-term strategic partnerships
- Experience in forecasting institutional donor income and influencing income targets
- Confidence in representing the charity at technical networking events
- Strong communication skills

Desirable

- Experience in leading or supporting project design
- Experience of capacity building for team members whether through formal training or collaborative working
- Experience of fundraising across non-technical audiences
- Experience working with remote-based teams
- Experience in, and passion for, international development – specifically education in sub-Saharan Africa

The position is full time and based in London, five days per week. Build Africa has a flexible hours working policy which can be discussed at interview.