

Canon Collins Trust



Partnerships and Fundraising Manager

(Part time, up to 21 hours/3 days a week negotiable)

Overview

The role of the Partnerships and Fundraising Manager is to identify and cultivate new funding partnerships and strengthen existing ones. You will join Canon Collins' small staff team of eight, half of whom are based in South Africa. This role is based in Vauxhall, London although occasional home working may be considered.

By drawing on and developing the Trust's Fundraising Strategy, the post-holder will work closely with the CEO and trustees to research and pursue new sources of revenue, including support from corporations, high net worth individuals, trusts and foundations. The role also includes maximising income from individuals who support the Trust by participating in events or leaving a bequest to the Trust in their Will.

About the Canon Collins Educational and Legal Assistance Trust

Formed 38 years ago in the height of the anti-apartheid struggle, the Canon Collins Trust now seeks to bring about positive social change in southern Africa. We do this by providing university scholarships to change-makers and influencers, as well as supporting key legal services and campaigns in South Africa. Further information may be found on our website, www.canoncollins.org.uk

Our income is approximately £1m a year, derived mainly from individuals, trusts, a few companies, and Comic Relief. With several exciting projects in mind for the future, it is imperative that new funds are found and existing sources of revenue are nurtured.

About the job

Mobilising resources and partnership management

- Support the team in cultivating and brokering new and existing relationships with foundations, institutional and corporate donors;
- Develop concept notes, proposals and budgets, including logical frameworks if needed. Provide occasional direct hands-on support to the Trust's partners in the design of funding proposals;
- Establish close synergies with other team members such as those responsible for Alumni support and Communications;

Strategic planning and positioning

- Contribute to the positioning of the Trust's strategic priorities with donors most likely to respond, and regular reviews of strategy;
- Help sharpen the Trust's ideas and plans, and positioning on development issues in southern Africa;

Research, networking and building public awareness

- Actively engage in relevant networking events to build awareness of the Trust with key stakeholders, influencers, and the UK/SA public more broadly;
- Undertake regular scanning of key donor websites and other research to identify new funding opportunities and share relevant information with colleagues;
- Contribute to the Trust's efforts to diversify its donors and engage with new ones, by carrying out research and prep work;
- Periodically update relevant donor profiles, the database etc.

About you

Knowledge and Experience

- Strong understanding and knowledge of the UK donor landscape, especially in respect of international NGOs;
- A minimum of 3 years of directly attributable track record in raising funds for comparable organisations, and developing funding relationships;
- Experience in developing and writing proposals and arguments, business plans, budgets, concept papers, briefs, executive summaries, as well as coordinating multiple inputs from a variety of sources, and simultaneously managing a variety of relationships;
- Some experience of southern Africa (e.g. living or working) would be an added advantage but is not essential.

Skills and attributes

- Ideally you will be educated to degree level or able to demonstrate a similar level of insight and experience;
- Excellent interpersonal skills along with analytical and creative narrative skills. You will be a good written and verbal communicator, persuasive and confident in presenting to key decision-makers;
- A commitment to international development or social change;
- Good skills in Microsoft Office and a willingness to be self-serving administratively.
- Able to combine attention to humdrum detail such as maintaining database records with the ability to follow through on small leads and build good networks;
- The ability/willingness to travel overseas occasionally.

After 12 months in the role the successful candidate will be expected to have built strong relationships with potential and existing donors, with prospect pipelines in place and several major gifts starting to materialise.

Location: Vauxhall/Kennington, London, SE11. Some home-based working may be considered.

Salary: c. £35,000 to £40,000 pa pro rata depending on experience

Contract: Part time, up to 21 hours/3 days per week (hours/days negotiable)

To apply

Please note that this post is only open to people who already have the legal right to live and work in the UK. Overseas applicants will not be considered.

To apply, please send a CV and supporting statement of no more than 2 pages showing why you are suitable for the role and how you meet the Person Specification. Please ensure you include references (which will NOT be taken up until we have your permission) and details of your most recent salary.

Please send your application to the CEO at info@canoncollins.org.uk by close of business on **Monday 11th March 2019**.

Only shortlisted candidates will be contacted. As a small organisation, the Canon Collins Trust does not have the resources to contact those not shortlisted for interview, or to give feedback on applications. If you have not been contacted by the end of March 2019, unfortunately this means your application was not successful. Thank you for your understanding.