

Partnerships and Fundraising Manager

(Full time or Part time)

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 seven, two of whom are based in South Africa. This role is based in Vauxhall (London) with flexibility, and some home working can be offered. You will be assisted by an intern (until September 2020) whom you will supervise. Both part time and full time arrangements will 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 39 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 (mainly at postgraduate level) 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;
- Continuously update the database, relevant donor profiles, 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 relevant experience: either a directly attributable track record in raising funds for comparable organisations, or an entrepreneurial background with proven sales/business success and a commitment to social change;
- 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

- 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. The ability to develop funding relationships is key;
- A commitment to international development or social change;
- 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;
- Good skills in Microsoft Office and a willingness to be self-serving administratively.

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: A bright, attractive shared building in Vauxhall/Kennington, London, SE11 with café and fitness opportunities. The office is on the second floor and has lift access. Some home-based working is also feasible.

Salary: c. £30,000 to £35,000 pa (pro rata if part time), depending on experience, with a performance-related bonus after one year if targets are met. A 6% pension contribution is also paid after the probationary period is passed, with the employee being required under current law to contribute 2% or more.

Hours: The role is seen as full time, but the post is fully open to anyone wanting to work part time. A job share may also be considered. If you prefer to work part time, please make this clear in your application and state the number of weekdays you are able to offer.

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.

If you are seeking part-time hours, please make this clear and state the number of weekdays you can work for the Canon Collins Trust.

Deadline

Please send your application to the CEO at info@canoncollins.org.uk by 17h00 on Friday 7th February 2020.

Please note

Only shortlisted candidates will be contacted. As a small organisation, the Canon Collins Trust does not have the resources to contact those who are not shortlisted for interview, or to give feedback on applications. If you have not been contacted within two weeks after the closing date, this means your application was unfortunately not successful. Thank you for your understanding.