



FUNDRAISER: MAJOR DONORS, TRUSTS AND FOUNDATIONS

FUNDRAISER: MAJOR DONORS, TRUSTS AND FOUNDATIONS, EVIDENCE AID Job Description June 2018

This is an exciting opportunity for an experienced fundraiser to grow and maximise income from major donors, trusts and foundations for Evidence Aid and to ensure that this fundraising delivers on, and where possible, exceeds its annual income targets.

About Evidence Aid: Evidence Aid is a knowledge provider for the humanitarian sector, including funders, policy makers, NGOs, and humanitarian professionals. Our mission is to alleviate suffering and save lives by providing the best available evidence on the effectiveness of humanitarian action, and enabling its use. With up to 25 billion dollars spent on humanitarian response in 2017 alone, the urgency and importance of our work on evidence-based decision making is critical. We were established after the Indian Ocean tsunami of December 2004 and are at a pivotal point in our development, set to grow in scale and influence, in line with our vision and strategic plan.

About the post: This part-time position (0.5 FTE, flexible working hours) will play a key role in helping Evidence Aid grow through a critical stage in its organisational development. Focusing on major gifts, trusts and foundations, and corporate relationships, you will coordinate fundraising activities for Evidence Aid to maximise income and support for the Charity. For the next six months, you will help implement the organisation's fundraising strategy, where necessary adapting it in response to new information. You will report on fundraising performance to senior management and will help to build a stronger fundraising culture at all levels of the organisation. Subject to your performance in the role and negotiation, this post is renewable beyond the initial 6 month period.

About you: You are an experienced major gifts, trusts and foundations fundraiser with demonstrable knowledge of donors in either the international and/or research sector. Bringing energy, commitment and a 'can do' attitude to the role, you will have experience in researching and prioritising prospects, developing donor relationships, formulating compelling proposals for funding, and reporting back to donors. Preferably, you will have knowledge of developing corporate funding relationships, but this is not essential. A team player with strong inter-personal skills, you will need to build good working relationships quickly with the CEO, Board Chair and Operations Manager, as well as externally with donors and prospects.

PERSON SPECIFICATION

You are an experienced major gifts, trusts and foundations fundraiser with demonstrable knowledge of donors in either the international and/or research sector. Bringing energy, commitment and a 'can do' attitude to the role, you will have experience in researching and prioritising prospects, developing donor relationships, formulating compelling proposals for funding, and reporting back to donors. Preferably, you will have knowledge of developing corporate funding relationships, but this is not essential. A team player with strong inter-personal skills, you will need to build good working relationships quickly with the CEO, Board Chair and Operations Manager, as well as externally with donors and prospects.



FUNDRAISER: MAJOR DONORS, TRUSTS AND FOUNDATIONS

PACKAGE

Base – Oxford (Centre for Evidence Based Medicine, University of Oxford), or alternative UK location relevant to humanitarian and health evidence community, working in Oxford regularly. Flexible working is available. International travel for meetings and conferences is not anticipated but may be required.

Salary and contract term – £36,000 - £40,000 per annum pro rata (excluding pension contribution made by Evidence Aid), dependent upon experience and qualifications. Six month fixed term contract initially, renewable by negotiation and subject to performance. Start date as soon as possible.

Responsible to – Evidence Aid's Chief Executive Officer.

JOB DESCRIPTION: Specific Duties

Help maximise sustainable income for Evidence Aid by doing the following:

- Work with the CEO to continuously develop Evidence Aid's fundraising strategy, contributing research and performance data where required.
- Research and manage the pipeline of opportunities from major donors, trusts, foundations and companies
- Develop high quality, relevant funding applications to funders' deadlines and specifications.
- Maintain a record of all contacts with major donors, trusts, foundations and corporate communications.
- Work closely and effectively with the Evidence Aid team to gather and collate project information in order to develop funding applications and reports
- Prepare budgets to support fundraising applications.
- Where required, work with the team to develop fundraising events and to ensure that donors have access as appropriate to the programme of Evidence Aid events.
- Submit monitoring reports to funders, ensuring high standards are consistently met.
- Contribute to the effective and excellent stewardship of donor relationships
- Nurture good relationships with prospects, sponsors and donors.
- Report regularly and be accountable to senior stakeholders in Evidence
- Work with the team administrator to ensure that pledged funds are claimed, received and acknowledged.
- Where required, act as an ambassador and advocate for Evidence Aid when meeting prospects, sponsors and donors.
- Be willing to travel on occasion
- Work at all times within Charity Law, relevant regulation (e.g. data protection) and adhere to the Code of Fundraising Practice.
- Contribute as required to the wider work of the team.
- Act in a manner that is in keeping with Evidence Aid's values.
- Undertake any other duties as required and commensurate with the level of this post.

Confidentiality

The postholder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times.



FUNDRAISER: MAJOR DONORS, TRUSTS AND FOUNDATIONS

Fundraiser: Major Donors, Trusts, and Foundations

Requirement	Essential and Shortlist Criteria	Desirable and Assessed at Interview
Education	<ul style="list-style-type: none"> Graduate level or equivalent proven experience. 	
Experience	<ul style="list-style-type: none"> Demonstrable understanding of the philanthropic giving (major donors, trusts) market in the UK. Experience of developing and managing a major gifts/trusts portfolio of donor prospects and donors, from research through to fulfilment. Demonstrable experience in making high quality, successful applications to Trusts, Foundations and other relevant bodies. Demonstrable experience of meeting challenging fundraising targets. Knowledge of the fundraising environment, either in the research sector or the international development sector. Working both on own initiative and as part of a team. 	<ul style="list-style-type: none"> Online communications. Understanding of developing corporate relationships and sponsorship Understanding of the philanthropic giving market in at least one non UK market (e.g. US, Gulf, rest of Europe)
Skills	<ul style="list-style-type: none"> Excellent written and verbal communication skills. Excellent negotiation and presentation skills. Strong donor relationship stewardship skills. Ability to act as a compelling ambassador for Evidence Aid Donor prospect research techniques and sources, accessing a range of data (written, Internet, personal contacts etc.). Efficient and organised approach to a varied work programme and the ability to successfully prioritise a range of competing tasks. 	



FUNDRAISER: MAJOR DONORS, TRUSTS AND FOUNDATIONS

	<ul style="list-style-type: none"> • Excellent attention to detail. • Ability to work to deadlines. • Ability to work as part of team and on own initiative. • Computer literacy in the Microsoft suite of programs. • Numeracy particularly the ability to produce financial budgets and reports. 	
<p>Knowledge and understanding</p>	<ul style="list-style-type: none"> • Clear understanding of the structure, criteria and process of different forms of TFG fundraising. • Clear understanding of utilising research techniques for fundraising applications. • Clear understanding of Major Gifts Fundraising. • Clear understanding of project planning and development tools and approaches. • Nature of voluntary sector, including funding issues. • Understanding the issues facing the humanitarian sector. • IT literate (Microsoft suite of programs). • Understanding of confidentiality. • Understanding of equal opportunities and diversity. 	<ul style="list-style-type: none"> • Good understanding of EU Grant distributors • Understanding of US trusts and foundations market and how to access US funding from the UK.



FUNDRAISER: MAJOR DONORS, TRUSTS AND FOUNDATIONS

Personal attributes	<ul style="list-style-type: none">• Well motivated and target-orientated - results driven.• Determined and diplomatic.• Strategic thinker.• Ability to seize opportunities and act on own initiative.• Ability to develop an appreciation of a wider organisational picture.• Excellent interpersonal skills and willingness to work as part of a small team.• Able to deal confidently with a range of diverse people including those at as senior level within organisations.• Able to network effectively.• Flexibility within a changing environment.• Keen to develop a career in fundraising.	
---------------------	--	--