

## Recruitment of a Fundraising Officer

Women and Children First is a UK-based international charity, seeking to recruit a Fundraising Officer to join its team.

### About Women and Children First

**Vision** Our vision is a world where all women, children and young people can survive and thrive.

**Mission** Too often women, children and young people face problems that kill them, harm them, or hold them back. We believe local communities have the answers, but too often they are told what to do, treated as the problem or ignored.

Not by us. Our mission is to enable communities to take local action to address the global health challenges facing them.

**Values** We are:

**Collaborative:** We cooperate with partners – communities, organisations, academic institutions, and governments – to act on global health challenges

**Driven:** We have a clear purpose, and we deliver with resilience and determination.

**Kind:** We act with integrity, and we treat our community and each other with respect and dignity.

**Adaptable:** We are open minded and responsive to change.

**Brilliant:** We set ourselves high standard and are respected as experts in what we do.

**What We Do** We build, test and support scale-up of simple innovations that empower communities to act on the health challenges facing women, children and young people.

We have taken our flagship innovation – the Participatory Learning and Action (PLA) group approach – from conception, through rigorous evaluation, to a WHO global recommendation – reaching over 12 million people. At scale community health groups could save the lives of 350,000 mothers and babies every year.

We are also currently incubating two early-stage innovations, which at scale could contribute to saving the lives of over 2.5 million more women, children and young people per year and enable millions more to thrive.



## Job Description

- Position:** Fundraising Officer
- Hours:** 0.6 FTE (21 hrs per week) (flexible arrangements considered and actively welcomed! – around our core hours, 10am-4pm Mon-Fri)
- Salary:** £26,000-£36,000 FTE (depending on experience)
- Location:** Hybrid, with 1 day a week (Wednesday) in our London office. We can consider home-based working arrangements: home-based workers would travel to our office about once a quarter.
- Reports to:** Head of Fundraising and Communications

## Job Purpose

You will be responsible for supporting Women and Children First to achieve its income targets in order to support its vital work around the world. The role will have a particular focus on fundraising from smaller trusts and foundations, writing proposals for unrestricted and restricted fundraising opportunities, and will additionally provide support to other areas of our fundraising and communications work.

You will have responsibility for managing existing relationships and raising additional income from our database of trusts and foundations, primarily in the UK. Supported by the Head of Fundraising and Communications, you will make a significant contribution to growing our network of active support from trusts and foundations.

Your work will also encompass other areas of fundraising, including researching and scoping out potential corporate partnerships, developing compelling propositions for mid-value and major donors, and supporting our Community and Events fundraising activities, including our runners and our regular comedy show evening.

An ambitious self-starter, you will have knowledge across fundraising, including working with trusts and foundations.

Your attributes will include having a strong commitment to the work of Women and Children First coupled with diligence, creativity, enthusiasm, and a self-starting nature.

Driven and self-motivated, you will ideally have a track record of successfully securing trust and foundation funding and experience, preferably working in the health and international development field. More important is to be an excellent writer and researcher, experienced at structuring persuasive cases for support, helping deliver the right ask at the right time.

You will enjoy working autonomously and as part of a team and will be comfortable with a diverse range of internal and external stakeholders.

What's more, you will have outstanding relationship building skills, the ability to communicate complex messages and an exceptional eye for detail. An ambitious and confident approach and the ability to quickly gain the respect of others will be critical to success in this role.

You will have an appetite to learn and develop and be keen to play a substantial role in driving the performance of Women and Children First.

### Key Responsibilities and Tasks

Work with the Head of Fundraising and Communications in fundraising income from trusts and foundations and other streams to fund Women and Children First's work.

Communications with Trusts and Foundations, stewarding donors and partnerships, and prospects with appropriate updates about Women and Children First's work.

- Carry out research into prospective funders (including unrestricted funding and core costs) to support the fundraising strategy and help build and maintain a healthy pipeline.
- Submit high-quality, persuasive, and punctual applications to these funders to achieve agreed targets in the annual fundraising plan.
- Manage relationships and liaise directly with a portfolio of smaller trusts and foundations, providing excellent supporter care to help grow Women and Children First's relationship with them and generate sustainable income.
- Work closely with Women and Children First colleagues to develop proposals that are budgeted and allocated correctly and can be delivered effectively.
- Ensure that all grants within the Trust and Foundation Fundraiser's portfolio are reported on accurately and all terms and conditions are adhered to.
- Ensure the fundraising pipeline is up-to-date and accurate to assist with management reporting, the development of annual budgets and cash flows and revised income forecasts.
- Maintain accurate, up-to-date records and reports on progress against targets and KPIs, providing administrative support to the whole team when needed.
- Keep abreast of trends and developments, best practices and regulations that affect fundraising and communicate this information appropriately to ensure that Women and Children First is able to take advantage of all opportunities.
- Research and support corporate fundraising and major donor programmes, including prospect research, understanding motivations and potential alignment.
- Provide support with community fundraising and events, communications, and admin, including occasional attendance at functions outside normal working hours.
- Any other work commensurate with the position of Fundraising Officer.

### Benefits

- A values driven organisation
- 25 days holiday pro rata, plus bank/public holidays
- 10% employer pension contribution
- Funding for professional development
- Flexible working hours
- Hybrid home/office working options
- Sabbatical opportunities
- Team social events

### Person Specification

Attributes	E	D
Self-starter with the ability to manage own workload	✓	
The ability to be creative, enthusiastic, and diplomatic		
The ability to be flexible, persistent in approach, be able to handle pressure and show resilience	✓	
Interest in sexual and reproductive health, maternal and child health	✓	
Strong attention to detail, maintaining high standards of accuracy	✓	
Committed to continued learning, supporting the learning of others	✓	
Strong commitment to gender, diversity issues, equal opportunities	✓	
Proven ability to work effectively both independently and as part of a small team, with a positive attitude and willingness to support others where needed	✓	
<b>Skills</b>		
Excellent organisational skills, including experience of managing competing deadlines and prioritising workload methodologically	✓	
Strong analytical and problem-solving skills	✓	
Strong numeracy skills		✓
Strong Microsoft software skills (Word, Excel, Power Point)	✓	
Strong research skills	✓	
Strong verbal and written communication skills, including phone calls	✓	
The ability to follow processes and update databases	✓	
<b>Knowledge and Experience</b>		
Experience of fundraising	✓	
Experience of Trusts and Foundations fundraising, including the demonstrable ability to identify, pursue and secure funding opportunities, preferably in health or international development		✓
Experience of researching prospective donors and using fundraising research tools		✓
Knowledge of current issues and best practice in international development, particularly in relation to reproductive, maternal, newborn, child, and adolescent health		✓
Knowledge of GDPR		✓
Evidence of continuing professional development and additional management, fundraising, communications, marketing qualifications		✓

## Application

### How to apply

For further information on Women and Children First's work please see the website ([www.womenandchildrenfirst.org.uk](http://www.womenandchildrenfirst.org.uk)) or contact the Head of Fundraising and Communications, Mark Mina: ([m.mina@womenandchildrenfirst.org.uk](mailto:m.mina@womenandchildrenfirst.org.uk)).

If you are interested in the role and would like to apply, please email your CV and a one-page covering letter highlighting your suitability for the role via CharityJob by 23:30 on Saturday 24 June 2023.

Due to the high number of applications, apologies, only shortlisted candidates will be contacted.

Please note Women and Children First and its partners advocate for the provision of sexual and reproductive healthcare, including the provision of safe abortion services.

### Interviews

Women and Children First uses blind shortlisting as part of its recruitment process. Shortlisted candidates will be invited for interviews, which are likely to take place in early July 2023. This will comprise a short exercise and an interview with 2 members of staff.

### Working arrangements

Women and Children First employees currently work on a hybrid basis (with one day in the London office). We are very happy to discuss other flexible working options at interview.

### Commitment to Diversity & Inclusion

Women and Children First recognises diversity and inclusion are a source of strength in achieving our mission.

We therefore welcome everyone, trusting what makes us different brings creativity, styles, and experiences to help us collectively do our best work. That's regardless of your gender, age, disability, religion, sexual orientation, and cultural identity.

We especially welcome those from under-represented groups in the charity sector.

### Pre-employment Checks

Any employment with Women and Children First will be subject to the following checks prior to your start date:

- Receipt of satisfactory references
- Proof of eligibility to work in the UK.