Job description: Fundraising Manager

1. General

**Job Title:** Fundraising Manager  
**Location:** London (with occasional travel)  
**Reporting to:** The Director of Operations  
**Responsible for:** Line managing our Fundraiser and the occasional consultants and volunteers.

2. Organisational information

**Conciliation Resources**

Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

Conciliation Resources was established in 1994 and incorporated in 1996 as a company with charitable status. We currently have 32 full and part-time staff.

In early 2012, the Trustees agreed in our Strategic Framework that by 2015 we will be able to point to several examples where the end of a conflict, or the prevention of an outbreak of violence, can be attributed (at least in part) to Conciliation Resources’ influence and efforts. We will continue to have a good reputation as one of the world’s most experienced and capable peacebuilding NGOs, working with creative and inspirational partners and a staff team of 40+ and an annual budget of £6 million.

**General Criteria**

Conciliation Resources’ staff operate in a spirit of programme partnership, which demands team-work and collaborative decision-making, transparency and mutual respect, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.
3. Job overview

Scope and Accountability

The Fundraising Manager is a key senior role in helping Conciliation Resources to grow the scale and impact of our programmes. The new post-holder will lead a small and high-performing team at a critical time of targeted growth.

The post-holder manages the Fundraiser and occasional volunteers and part-time consultants and holds responsibility for developing and delivering our fundraising strategies.

The role sits within the Core and Operations team, and is line-managed by the Director of Operations. The post-holder works closely with the Executive Director and both the Programme and Policy, Practice and Communication teams. S/he will take part in Board and Executive Management Committee meetings as required.

Job Purpose

The purpose of this role is to ensure that Conciliation Resources has the financial resources to deliver on its mission to support local partners in preventing violence and transforming conflict and improving peacebuilding policies and practice worldwide. In early 2012, CR’s Trustees agreed in our Strategic Framework that by 2015 we will have seen a 50% increase in our budget. The Fundraising Manager will play an instrumental role ensuring that our fundraising strategies and practice exceed this ambition/goal.

The post-holder will do this by working with colleagues across the organisation to ensure that challenging fundraising targets are met, that our contractual obligations with donors are adhered to with strong stewardship of these strategic relations, and that new donors are brought on board. The role coordinates all types of fundraising including statutory, philanthropy, private sector, trusts, and mass audience. It works directly alongside colleagues, themselves engaging with donors, to develop compelling proposals, and provide strategic support and direction for organisational and programme fundraising. It also works throughout the organisation to mobilise and align communications, media and advocacy activity to engage supporters.

4. Specific tasks and responsibilities

a. Developing fundraising strategies (10%)

- Take forward and develop an organisation-wide fundraising strategy and workplans including tactics for raising unrestricted income.
- Advise and assist the Executive Director and all Programme Directors in devising and implementing fundraising strategies for their programmes and specific projects and review their implementation on a regular basis.
- Contribute to CR’s strategic and annual planning processes having ownership of the fundraising part of the overall process.
b. **Raising income and coordinating our fundraising and reporting (50%)**

- Assist all teams in planning, writing and editing funding proposals to comply with CR’s fundraising guidelines and standards, paying particular attention to our accountabilities and ensuring that applications meet donor guidelines.
- Develop and improve the effectiveness of the organisation-wide oversight, monitoring and coordination of fundraising and reporting.
- Ensure that accurate and up-to-date information is maintained on all submissions, grant-funded projects and donors in relevant databases and filing systems.
- Help improve programme team’s fundraising skills, capacities and systems.
- Work with the Director of Planning and Organisational Performance to ensure that funding proposals comply with CR’s developing best practice in monitoring and evaluation plans.
- Coordinate cross-programme funding and reporting arrangements, acting as the lead person setting plans and organising meetings.
- Ensure that donor reports meet requirements and contracts, and that they are of a high standard and submitted on time.
- Take the lead in developing our capabilities to enter into framework agreements and underlying contracts.
- Produce up-to-date reports for staff, management and the Board.
- In liaison with programme teams advise partner organisations and help them to build their fundraising capacities and knowledge.

c. **Managing strong strategic relations with Donors (25%)**

- Develop and deepen existing donor relationships, ensuring that the organisation maintains effective communications and good relations with our donor partners, ensuring they are updated on our work and achievements.
- Keep the organisation up-to-date on changing donor priorities and ensure that new funding opportunities are identified and shared with teams in a timely manner.
- Take the lead working with the Fundraiser in developing new income sources.
- Work closely with the Communications Manager, the Executive Management Committee and others across the organisation to increase our profile and enhance our reputation within the donor community.
- Represent the organisation at meetings with donors and external events.

d. **Other responsibilities (15%)**

- Line-management of the Fundraiser and consultants and occasional volunteers.
- Be responsible for the fundraising budget.
- Keep the fundraising section of our website up to date.
- Lead in organising fundraising events.
- Contribute to organisational processes of learning and policy formulation.
- Participate in internal meetings and communications.
- Travel as required.
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.
5. Person specification

Knowledge

• Knowledge of fundraising best practice.
• Knowledge of donors that support work in our sector (for e.g. DFID, EC, USAID, UK trusts and foreign ministries).
• Knowledge of programme design, monitoring, evaluation and reporting.
• Understanding of working on issues of conflict resolution (desirable).
• Educated to degree level or higher.
• A relevant second language (desirable).

Experience

• Significant senior fundraising experience within the charity sector.
• A proven track record of delivering fundraising success.
• Proven experience in managing people.
• Successfully raised funds from major donors.
• Experience writing logframes.
• Proven success in obtaining EU funds.
• Experience of building capacity and sharing knowledge.
• Proven experience of and ability to plan effectively at the organisational level.
• Experience of developing and implementation of strategic plans
• Experience of budgeting and managing resources.

Skills

• Excellent English verbal and written communication skills.
• Excellent influencing and relationship building skills.
• Strong interpersonal skills with ability to support and motivate professional staff.
• Excellent project management skills.
• Tenacity in seeking results and a high level of representational and negotiation skills.
• Ability to make decisions and take the initiative, as part of managing a complex and varied workload.
• Excellent computer and IT skills, preferably in a Mac environment.
• Creative, flexible character and a generator of new ideas.
• Willingness to be self-servicing, with a proven ability to work as part of a team as well as independently.
• Commitment to CR’s goals and values.

16/04/2012