

## **CHASE Africa**

### **Trust and Corporate Fundraising Coordinator Job Description**

#### **Main purpose of the job**

To raise funds from Trusts, corporates, City institutions, and high net worth individuals, and maintain good relationships with existing and future funders.

#### **Background**

CHASE Africa is a small UK-based international NGO working through local partners in East Africa to deliver family planning and healthcare services to remote and marginalised communities using mobile clinics. We also support partners to undertake tree-planting and environmental education programmes. Our aim is to enable marginalised people and communities to gain maximum benefit from our work of combining family planning, health and environmental services.

We are a small, relaxed and friendly team, based near Frome in Somerset.

**Fundraising Coordinator – part-time, 3 days per week** - salary based on experience, anticipated range £24,000 - £28,000 pa (pro rata for 3 days pw)

This position reports to the Head of Fundraising and is based in the UK office in Nunney, near Frome. However, it may be possible to arrange remote working with regular office visits. Limited UK travel to meet potential and existing funders will be needed.

To fulfil the role, the post-holder will need to develop a good understanding of CHASE Africa's work with its implementing partners; a visit to our partners in Africa would be anticipated.

#### **Main role:**

- Contribute to, and implement, a fundraising strategy to increase funding available for CHASE Africa's work.
- Research into, and network with, potential funders to identify new funding opportunities.
- Prepare quality narrative and budget funding proposals and applications to charitable trust funds, corporates, City institutions.
- Manage new and ongoing grant contracts, maintaining good relations, fulfilling donor requirements in a timely manner, including preparation of narrative and financial reports and responding to donor queries as appropriate.
- Keep up to date files and records of all funding activities, including updating the funding pipeline and grants management system regularly with organisations, contacts, proposals made, donor responses, contracts and reports.

#### **Anticipated skills and experience**

- At least 3 years' experience in a fundraising role.
- Familiar with the international development aid NGO sector.

- Experience with Corporate/City fundraising.
- Experience in developing funding proposals to trust funds and grant-making organisations.
- Experience in preparing detailed donor budgets from partners' project plans and reports, and reporting against them to donors.
- Experience in networking with donors and funders.
- Competent with Word, Excel and Outlook.
- Experience in use of database systems for logging and reporting.
- Strong interpersonal skills and the ability to work co-operatively in a team.
- Strong written and spoken English.
- Ability to meet tight deadlines.
- Ability to research, collate and summarise information from a wide range of sources.
- Attention to detail and ability to follow guidelines.
- Confident and able to take initiative.
- Responsible and accountable.
- Good time management skills and able to prioritise.
- Systematic and well organised.

### **How to apply**

Send an email to [henrypomeroy@chaseafrica.org.uk](mailto:henrypomeroy@chaseafrica.org.uk) with one page setting out why you want this job, and how your skills are relevant for this post, together with your CV. Shortlisted candidates will be asked for 3 references. Closing date 22nd April 2019.