



Job Vacancy: Fundraising Officer (Part-time)

Salary: £22,000- £24,000 per annum + benefits (attached to funding achieved whilst in post)

Contract term: 6 Months (renewable if funding permits)

Reporting to: Chief Executive / Secretary-General

The Royal Commonwealth Society and Commonwealth Local Government Forum, two administratively aligned Commonwealth organisations, are looking for a fundraiser to find new funding streams for well-established programmes, as well as core-funding for these organisations. Four key objectives have been established for this post, which will sit within the Royal Commonwealth Society.

- 1) To develop new and deepen existing relations with previous governmental donors.
- 2) To develop briefings for the Senior Management Team on suitable grants, donors and/or funders.
- 3) Work closely with the Senior Management Team to look at the future development of programmes and establish an agreed work plan to ascertain future programme funding.
- 4) To research objectives of foreign development aid and look at potential synergies between these and each of the organisations.

**Experience and Competencies**

Applications are sought from individuals with a relevant graduate qualification, at least 5 years proven experience in fundraising across institutional, governmental, bilateral/multilateral and philanthropic funders and donors and with experience in developing proposals from concept to completion. Ability to work with donors as well as manage and build strategic donor relations, and a sound understanding of the donor financing landscape and processes is necessary.

The successful candidate must be able to demonstrate:

- Experience of writing successful proposals for charities geared towards the areas of; democracy, human rights and rule of law.
- A Graduate degree in international relations/ development or other relevant degree.
- At least 5 years working in a donor/grant fundraising position.
- Strong funding and grant management cycle skills and experience.
- Experience in communicating and building relations in sensitive political environments.
- Ability to work sensitively in partnership with other organisations, including organisations in the countries of the Commonwealth.
- Sensitivity and cultural awareness in dealing with partners from the 53 countries of the Commonwealth
- Ability to work as part of a team to achieve shared goals and objectives.

**Duties** – In accordance to the 4 key objectives, duties of the post-holder will include but are not limited to the below.



- In conjunction with the Chief Executive/ Secretary-General, senior management and programme staff across both organisations work with existing programmes to explore new funding opportunities.
- To develop and implement a work plan agreed with the Secretary-General.
- To work with the Director of Finance in completing, updating and reporting on a funding pipeline on a quarterly basis.
- Build strong and effective relationships key institutional / government donors to grow the income of both organisations
- Track new policies, political changes, and funding trends for key donors in order to stay abreast of donor priorities
- Work with relevant staff in conducting background research on key corporate sponsors for organisational activities and programmes.
- Work with events teams in both organisations to mobilise corporate sponsorship for events including the CLGF biennial conference and RCS events
- Develop and maintain a system for reviewing upcoming bids and tenders.
- Coordinate funding proposal development across staff of both organisations.
- Identify, collate and respond to member's priorities (CLGF) to drive funding mobilisation initiatives.
- Ensure all critical information is well documented to facilitate proposal development.
- Maintain an up to date data base on donor and funding leads and partners.
- Work with Communications staff to ensure website development includes accurate donor and funder content relating to programme activities.

To Apply:

Please only apply if you have the right to work and live in the UK. Fluency in English is required. To apply please e-mail a one page cover letter and CV (max 2 pages) to [emma.fowler@thercs.org](mailto:emma.fowler@thercs.org) by the 27 June with a subject title 'NAME, FUNDRAISING POST APPLICATION'. Late applications will not be considered.

The Royal Commonwealth Society is committed to diversity within its workforce and encourages applications from all qualified candidates who have a right to work in the UK.