



**THE ROYAL COMMONWEALTH SOCIETY**  
CELEBRATING 150 YEARS

## **VACANCY: FUNDRAISING OFFICER / RESOURCE MOBILISATION**

**Job title:** Fundraising Officer/ Resource Mobilisation

**Salary:** £30,000 + benefits (attached to funding achieved whilst in post)

**Contract term:** 6 Months (renewable if funding permits)

**Reporting to:** Chief Executive / Secretary-General

Application period open until 20<sup>th</sup> January. Interviews are expected to take place from the 28<sup>th</sup> January.

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 engage, develop, and strengthen relations with private-sector companies to leverage financial and non-financial support – specifically for The Royal Commonwealth Society.
- 3) Work closely with programme managers 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 4 years proven experience in resource mobilisation 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 4 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, to develop a resource mobilisation strategy for both organisations
- 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.
- To develop a strategy and ethical framework for engaging with high net worth individuals
- 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
- Develop high quality funding applications including budgets, log frames, theory of change etc.
- Work with relevant staff in identifying 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
- Provide support on developing and monitoring funded work plans for existing corporate partners
- 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
- Support staff in CLGF decentralised offices and programmatic staff in HQ to monitor and respond to funding opportunities
- 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), with a subject title 'NAME, FUNDRAISING POST APPLICATION'.

Deadline for submissions is midnight on the 20<sup>th</sup> January. Late applications will not be considered. Please note, immediate availability is preferable.

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.