



WE ARE HIRING

FUNDRAISING OFFICER

11.03.2020



ABOUT US

Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern Africa; Southern Africa; West Africa; and Middle East and North Africa. Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade System and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organization.

FAIRTRADE AFRICA PURPOSE

To improve the socio-economic conditions of African producers through increased access to better trading conditions.

ABOUT THE JOB

Title: Fundraising Officer

Team: Strategy and Impact

Location: Nairobi, Kenya

Reporting lines:

Post holder reports to: Strategy and Impact Director

Staff reporting to this post: none

Scale level: Officer 1

Budget responsibility: No

JOB PURPOSE

To ensure the sustainability of FTA programmes by effective resource mobilisation for achievement of Fairtrade Africa's vision and strategy.

To seek out funding opportunities, develop project concepts and proposals, and to prepare and submit detailed applications for funding.

KEY DUTIES AND RESPONSIBILITIES

Fundraising Strategy

- Work with the Strategy and Impact Director to develop and implement a fundraising and donor relationship management strategy that supports FTA's aim to achieve substantial growth in income through maximising opportunities to raise funds by reaching new audiences.
- Lead on research for new income streams from donors and ensure FTA optimises on emerging opportunities.
- Support the identification of strategic partners, and platforms, conferences and meetings relevant for creating visibility of FTA work
- Develop and maintain excellent relationships with a portfolio of existing and potential donors, through networking, face-to-face meetings, regular communications
- Support the preparation of presentations and reports for present and potential donors
- Establish a donor engagement tracking platform and update the donor/funders contacts database.
- Work collaboratively with key external partners including NFO's to organise events and develop donors/funders strategies.
- Represent FTA at external meetings, deliver presentations to influence support.
- Work with the Strategy and Impact Director and Head of Region's to develop and track revenue projections and prepare budgets related to all fundraising activities.

Donor Proposals

- Engage with NFOs on designing and developing proposals and initiatives.
- Manage the on-going process funding applications, ensuring all internal and external deadlines are met.
- Develop and maintain a tracking system to ensure timely submission of proposals, reports and acknowledgements.
- Coordinate the development and preparation of high-quality funding proposals and applications to donors
- Contribute to concept and project development across the system
- Support the entire organization to excel in donor/funder prospecting, cultivation and stewardship.

Donor Reporting and Communication

- Lead on account management of existing donors, providing regular contact, updates and required reports.
- Liaise with the Finance team to support donor audits; and to facilitate any visits or ad-hoc requests from donors
- Work with the External Communications Coordinator to create publications for fundraising purposes e.g. fundraising packs, impact stories, leaflets, business cards, banners etc.

Regional Funding Strategies

- Engage and support FTA regional and producer networks, stakeholders and other affiliates in developing fundraising strategies
- Engage regional teams on ongoing needs assessments and compile reports relating to the producer needs
- Engage all HoR's and Programme teams in developing region-specific fund-raising strategies
- Provide coaching and mentoring on proposal development to regional offices

SKILLS & EXPERIENCE REQUIRED

Qualifications

- Bachelor's degree in International Development or a related area

Experience and Knowledge

- A proven track record of a minimum of three years successful fundraising in the development sector or similar environment
- Experience of developing, writing and submitting large grant applications for major projects.
- Understanding and experience of institutional fundraising processes
- Understanding of FTA's programmes and standards

Skills

- Superior writing and presentation skills
- Excellent relationship management and interpersonal skills;
- Excellent organisational skills.

Ability to plan, balance and cope with competing priorities.

HOW TO APPLY

APPLICATION DEADLINE March, 29th, 2020

An application form (CVs will not be accepted) can be found on the jobs and volunteering page of our website <http://www.fairtradeafrica.net/about-us/jobs-and-volunteering/>

Completed applications should be **saved in the applicant's name**, and the position **Fundraising Officer**.

All applicants should state how they meet essential requirements of the post and include their email address, telephone contacts and three referees with contact details on the application form and email to recruitments@fairtradeafrica.net.

If you have any queries, please call +254202721930 and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as condition of employment.