



Fundraising officer

About Development Initiatives

Development Initiatives (DI) is an international development organisation that focuses on putting data-driven decision-making at the heart of poverty eradication.

Our vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

We provide rigorous information to support better decisions, influence policy outcomes, increase accountability and strengthen the use of data to eradicate poverty.

“At DI we constantly strive to make the best contribution we can to ending poverty, building resilience and ensuring that no one is left behind. We know that good data is essential to successfully and sustainably end poverty. We use our specialist expertise in data to bring forth information about people in poverty, where financing is going, what’s working, and whether those in greatest need are reached. We also play a role in improving the openness, quality and use of data. This is crucial for resources to be used effectively to address poverty and ensure that everyone is being counted.”

Harpinder Collacott, Executive Director, Development Initiatives

Fundraising Officer, Bristol, UK

Role content and purpose

Working closely with our Head of Development, the postholder will help to maintain existing funding streams and identify new funders to help us grow our income and expand our pool of donors especially with trusts, foundations and private investors.

The postholder will research and identify potential new funders, research, draft and submit grant applications, build relationships with donors and provide procurement and administrative support during final funding negotiations. They will also manage ongoing relationships and ensure that progress reports meet donor needs.

Covering the whole spectrum of sustainable fundraising/resource development duties, the postholder will need to think strategically yet be able to roll up their sleeves and work operationally. They will work across many of our projects and will report to the Head of Development.

Duties and responsibilities

Research and intelligence

- Research the global funding market, identifying new funding opportunities and potential calls for proposals
- Review, analyse and collate relevant information and news on donors, funding opportunities and changes in philanthropy and share with key internal stakeholders
- Develop intelligence gathering processes for income, as well as a long-term opportunity pipeline for proposal applications

Tools and processes

- Implement fundraising and development processes to ensure that DI is maximising efficiency in fundraising research and proposal development, including updating criteria, budget and concept templates as well as guidance documents for staff
- Manage and coordinate our Income Research group, coordinating the research and additional scoring of new grant opportunities, to be presented to the New Opportunities Working Group
- Submit quarterly Return on Investment reports
- Develop and maintain our CRM, Hubspot, for tracking and planning of fundraising opportunities, ensuring these are consistent with our operational requirements and policies
- Report and provide relevant intel and information to Head of Development to support the develop of annual fundraising plans and strategy.

- Prepare pipeline reports for grant forecast income and intel to be presented to Executive Team and DI's Board

Proposal development and finance

- Support with the development and submission of proposals, ensuring appropriate staff are included in the process to draw on their local knowledge and technical understanding of our work and track follow-up
- Work across internal teams and, where required, with partner organisations – to develop specific applications to potential funders, ensuring that these are timely, relevant, appropriate, well thought through and realistic in their expectations
- Work with the Finance and Project Management teams to ensure that all project proposals and applications are accurately and realistically budgeted, appropriately signed off as consistent with our priorities and capacities
- Manage proposal development budgets

Relationships

- Coordinate the relationship management process with existing and new funders
- Help cultivate new relationships
- Position other areas of our work to donors to sustain and expand the relationship for the future

General

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings
- Maintain professional development and personal development plans
- Be willing and committed to take on new work as and when required.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

Area		Essential/ desirable
Experience	• Minimum of three years' experience of developing high quality and successful fundraising proposals	E
	• International development/third sector experience	E
	• Excellent networking and negotiation skills	E
	• Demonstrable experience in researching funding sources aligned with organisation strategy and funder criteria, timelines and processes, the creation of cases for support and outstanding applications, relationship building	E
	• Experience of developing corporate partnerships	D
	• Experience of fundraising for non-UK projects and offices	D
	• Experience of fundraising from US philanthropic foundations	D
	• Experience of working with the UK Department for International Development	D
	• Experience of generating income from governments and international development agencies	D
Skills and abilities	• Able to build strong and lasting relationships with key stakeholders	E
	• Outstanding research skills, including creatively, methodically and realistically identifying and monitoring potential funders and clients that match DI's goals	E
	• Excellent communication skills, including experience of communicating effectively across varied audiences, both verbally and in writing	E
	• Ability to present and interpret complex information	E
	• Proven organisational and planning skills	E
	• Ability to interact with employees at all levels and work collaboratively with virtual teams across multiple countries	E
	• Good financial management skills	E
Education	• A strong academic record in subjects demanding excellent written English	E
	• A Fundraising Diploma or professional qualification is advantageous but will not outweigh experience	D
Knowledge	• Knowledge of the international development and humanitarian assistance fields, ideally including familiarity with complex development or humanitarian projects or programmes in an international NGO or similar environment	E

Area		Essential/ desirable
	<ul style="list-style-type: none"> • Knowledge and understanding of statutory, trust and institutional fundraising, including research sources and funding criteria 	E
	<ul style="list-style-type: none"> • Knowledge of issues relating to data collection, transparency and the use of data in eradicating poverty 	D
	<ul style="list-style-type: none"> • Knowledge and understanding of the corporate sector 	D
Personal attributes	<ul style="list-style-type: none"> • Competent at working in a fast-paced environment to strict deadlines 	E
	<ul style="list-style-type: none"> • Attention to accuracy and detail 	E
	<ul style="list-style-type: none"> • Adept at working independently with minimal support 	E

Contractual details

Start date:	As soon as possible, depending on notice period
Location:	Bristol, UK
Length:	Permanent
Salary:	£28,000 to £33,000 per annum, depending upon experience,
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

Application details

Your CV (no more than two pages) and cover letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded here. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice

Other

We welcome applications from all sections of the community.

We are disability confident committed and have a 'Guaranteed Interview Scheme'.

We have a duty to prevent illegal working by checking potential employees' documents before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds

of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

Working together

People are our greatest asset. You often hear it said, and at Development Initiatives, it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

We also offer:

	UK	US	East Africa
Informal work environment (e.g. casual dress)	✓	✓	✓
Pension scheme with 5% employer contribution	✓		✓
Flexible working arrangements (e.g. homeworking, flexitime)	✓	✓	✓
Healthcare scheme with employee assistance programme	✓		
Medical Insurance		✓	✓
Paid study leave and financial support	✓	✓	✓
Paid professional membership fees	✓	✓	✓
Buy/sell holiday scheme	✓	✓	✓
Cycle to work scheme	✓		
Childcare vouchers	✓		
Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas	✓	✓	✓
Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people)	✓	✓	✓