

## Fundraising Administrator – Part Time

African Revival is a registered charity, since 2005, investing in education in Zambia, Uganda, and South Sudan. Our vision is an **Africa where every child has equal access to quality education** as we believe education is the key to overcoming poverty. We don't just build infrastructure and provide livelihood and education projects; we empower whole communities – pupils, teachers and parents – to transform schools into thriving learning environments that build brighter, better futures.

**We are looking to recruit a dynamic, ambitious fundraising administrator to join our small team working in our Hampton Hill office.**

**Reporting to:** Executive Director

**Hours of work:** Flexible – two days a week (full days/or half days)

**Remuneration:** Negotiable

**Responsible for:** UK fundraising and administration, support with PR/Communications. You will be working alongside the International Programme & Fundraising Executive and Executive Director.

### Specific tasks and responsibilities

#### Fundraising Development

- To be the lead coordinator of our annual fundraising Ball and other fundraising events.
- To deliver a strong fundraising operation in the UK.
- To support calls for proposals, letter of enquiries, etc., from institutional donors
- To be the lead person in recruitment of fundraising participants for event such as marathons, bike challenges etc.
- To keep records of correspondence on database systems in line with GDPR regulations.
- To send regular proposals to grant making foundations and institutional donors
- To develop existing donor relations, initiate new ones and expand donor base with particular focus on areas of growth e.g. corporate, foundations, individual giving.
- To look for new fundraising initiatives/set and achieve ambitious fundraising targets.

#### Developing Strong Strategic Relations

- To develop, in conjunction with the other senior staff, strong relationships with donors.
- Together with senior staff, improve our brand awareness through social media.
- Where necessary represent the organisation at meetings with donors and external events.
- Help to ensure AR is a market leader in our sector

#### Charity Governance

- Together with the Executive Director, Senior staff, and the Board of Trustees, ensure that the charity complies with and meets its constitutional obligations (as defined in the governing documents), charity law, and any other relevant legislation or regulations

#### Financial Management and Planning

- Support the Finance Manager with the financial management and reporting for the organisation on fundraising related matters.
- Prepare basic financial reporting/projected fundraising forecasts for the Executive Director
- Together with Senior staff, retain oversight of fundraising activities

**Contact:** Send a copy of your CV and cover letter to [info@africanrevival.org](mailto:info@africanrevival.org) – or call 020 8939 3190 for more information

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