



JOB DESCRIPTION – Fundraising & Communications Manager

African Revival – Investing in Education - is a non-secular charity working in the area of Education in Uganda, Zambia & South Sudan. Our UK office is based in Send, Surrey – www.africanrevival.org

Summary of Role: Responsibilities include working closely with the Executive Director, Board of Trustees, and Programming Fund Manager to build a diverse and sustainable funding base delivering year on year income growth. You will also help lead on our external communications and introduce new income streams, as well as providing excellent donor management. As part of a small UK based team you will help to shape and deliver organisational priorities.

The role is UK office based, however, consideration for some WFH possible - to be agreed with the Executive Director. Funding priorities will include, but are not limited to, individual, trusts & foundations, legacy, events, community fundraising, corporate and education partnerships.

Line Manager: Executive Director

JOB DESCRIPTION: The role includes, but is not limited to, the following:

1. To support the Executive Director and Programming Fund Manager in building and developing new donor relations;
2. To scope out and lead on writing and submission of funding proposals to Trusts & Foundations as well as Regular and Institutional Donors;
3. To oversee development of our communications strategy - managing social media platforms inc. LinkedIn, Twitter, Facebook & Website;
4. To update funding database - Salesforce - analysing and reporting fundraising activity;
5. To provide regular fundraising reports, both verbally and in writing, to the Executive Director, Programme & Fundraising Committee, and Board of Trustees, including updating monthly cashflow forecasts and quarterly summary of funding income;
6. To manage and deliver funding events including annual Golf Day and Gala Ball, as well as other ad-hoc events, and establishing new opportunities throughout the year.
7. To work alongside the Executive Director and Board of Trustees to assist with governance and general charity operations;
8. To attend Board Committee meetings with the Executive Director where required.

The job description may be modified from time to time, after discussion, following which a new written copy the job description will be issued.

Candidate Profile



Our ideal candidate is an experienced all-round fundraiser who can demonstrate they have the ability to increase income from a range of sources including: large grants; regular giving, community fundraising, events, corporate and major donors.

Essential:

- You will be educated to degree level, or A Level with a minimum of three years' work experience with a proven track record in fundraising and marketing.
- You will have an eye for detail, enjoy problem solving, have strong interpersonal skills, and be computer literate.
- You will have excellent communication skills, both written and verbal.
- You will be a strategic thinker able to think outside the box.
- You will be flexible and have a "can do attitude" – and be willing to get involved in all aspects of managing this small charity.
- You will have driving licence and vehicle in order to travel to remote office location.
- You will be resident in the UK.

Desirable:

- You have previous experience working in a charitable organisation.

Remuneration: Salary dependant on experience (£25-30k) plus benefits

African Revival is an equal opportunities employer and is committed to safeguarding the protection of beneficiaries, volunteers, staff and partners.

Application:

Send a CV and covering letter to the Executive Director, Elaine Miller at elaine.miller@africanrevival.org

Closing Date: Open – until vacancy filled (all applications will be acknowledged).