

Job Title: Fundraising Support Officer

Basis: Full-time paid position

Location: Finsbury Park, London N4, UK

Salary: £22,000

Start date: immediate

Reporting to: Programme Development and Fundraising Manager

Direct Reports: None but management of UK office volunteers is part of the role

Outline:

This is an exciting opportunity to join the team at Teach A Man To Fish, an international development charity.

We are looking for a proactive and driven individual, with excellent written and verbal communications skills, and some experience of Fundraising (ideally from Trusts and Foundations, Corporates or Major Donors). The Officer will assist the Programme Development and Fundraising Manager to increase the income of Teach A Man To Fish and ensure that high quality grant applications and donor reports are produced and shared in a timely fashion with the appropriate audiences. The Officer will also take responsibility for a new “special project”.

About Teach A Man To Fish:

At Teach A Man To Fish our mission is to address global youth unemployment and poverty by supporting schools to set up educational and profitable school businesses which provide real-life hands-on training and experience for students. This empowers student entrepreneurs with critical workplace, entrepreneurship and life skills so that they can leave school with the competencies to get a good job or run their own successful business.

We are a small organisation with big reach - since 2006 we have brought our pioneering school business model to more than 100 countries, assisting over 300,000 young people to reach their full potential in work and in life.

About this role:

Teach A Man To Fish wants to expand its current donor portfolio and grow its income so that we can deliver quality relevant education to more young people in schools around the world and learn more about the impact of our work for young people.

Teach A Man To Fish is creating a new post for a Fundraising Officer who will assist and be supported by the Fundraising Manager in their responsibilities.

The Fundraising Officer will:

- conduct research into UK Trusts and Foundations and UK corporates interested in supporting education in the international development context
- track statutory giving opportunities with DFID as well as EuropeAid and USAID in our countries of operation

- update donor records on Salesforce
- prepare and send small grant requests to UK Trusts and Foundations and Corporates with the support of the Fundraising Manager
- work with in-country teams to prepare donor reports for small grants received and ensure that these are delivered in line with donor expectations
- work with the Fundraising Manager and the PR, Marketing and Communications Officer to prepare inspiring and convincing presentation materials for donors in the UK and our countries of operation
- represent Teach A Man To Fish at external meetings associated with fundraising activities
- develop and trial a fundraising programme focussed on University students with an interest in entrepreneurship as a new and special project
- enlist and manage volunteers to assist in fundraising activities.

Experience/Skills required:

- six months or more experience in Fundraising (ideally Trusts and Foundations, Corporates or Major Donors)
- excellent written and verbal communication skills
- a demonstrated interest in international development
- good ICT skills and knowledge
- ability to work proactively and as part of a team
- demonstrated attention to detail
- ability to work within tight deadlines
- degree in a related subject
- willingness to travel to a developing country for work

Experience/Skills desirable:

- experience living or working in a developing country
- intermediate or above written and verbal Spanish

Application Process:

Please send an up-to-date CV along with a covering letter explaining how your skills, experience and interests match our needs to info@teachamantofish.org.uk. Deadline for applications is 11:30 p.m. 17 June, Shortlisted applicants will be invited for interview at the Teach A Man To Fish office in Finsbury Park, London. Candidates will be asked to complete a short written task at interview stage.