

Fundraising Officer

Application Pack

Why FORWARD?

We are the pioneering by and for African women-led organisation working to end violence against women and girls in the UK, Europe and Africa. From female genital mutilation and child marriage to domestic and sexual violence. We tackle and advocate against abuse and discrimination, enabling African women and girls everywhere to have the dignity, health and equality they deserve.

At FORWARD, we focus on personal stories and the bigger picture. We support affected women and girls on the ground – bringing together communities, developing skills and knowledge, and nurturing young women leaders of tomorrow. And it's why we work strategically to challenge and support decision-makers and practitioners, conducting community research, building partnerships and creating opportunities to transform lives.

If this sounds like something you want to be part of, then we look forward to receiving your application for this role. It's an exciting time to join our growing, award winning and dynamic organisation.

Our values are our foundation

They are at the heart of everything we do; from how we work with our service users, how we work with each other, to our stakeholders and partners. Our values enable us to stay on track and remind us of what matters most, especially as we strive to achieve change.

- **Nurturing**
We foster a spirit of dignity & strength
- **Trusted**
We're honest and ethical in all we do
- **Together**
We believe in collaboration in order to affect change

- **Bold**
We're unafraid to speak up
- **Equal**
African women and girls' lives matter
- **Grounded**
Our roots are in our communities

Benefits of working at FORWARD?

We are committed to supporting our staff and offer a wide range of benefits, including:

Holiday entitlements

You'll receive 25 days paid holiday (pro rata), plus bank holidays and two additional “duvet days” between Christmas and New Year.

Pension

You'll be enrolled in a Nest pension scheme, where we'll pay a 3% employer contribution.

Support

You'll have access to wellbeing support – such as a counselling service and staff away days.

Training

At FORWARD, we believe in the importance of developing staff. We provide a range of internal and external training. We have a strong culture of training and you will be able to take part in skills and knowledge-based training each year.



The role

Salary:	£30,500 – £35,500
Duration:	1-year fixed term with possibility for extension
Hours of work:	35 hours full time
Location:	Hybrid
Reports to:	Head of Business Development and Strategy
Line reports:	None

FORWARD is a niche charity, funded by charitable donations. As the Fundraising Officer you will be working alongside the Executive Director and Head of Business and Development to ensure we have the necessary funding needed to navigate the next stage of our development, consisting of an ambitious strategy and plan for growth over the next two years. You will be self-motivated and proactive as you support the development of our approach to fundraising through trusts and foundations. You will identify new opportunities, write compelling proposals and drive ongoing engagement to increase our income. Approximately 70% of our income is from trusts and foundations and we anticipate this will continue for the foreseeable future. We have a strong base of funders from which to work, and this role is intended to build on those relationships and develop new ones. This will ensure we have long term, sustainable funding for the future.

What's it like working at FORWARD?

We have a culture of encouraging creativity. Bringing ideas and solutions to complex problems is welcomed as part of the role. We believe in connectivity, and ensure that we connect as a team by being together in our London office as much as we can. We are committed to building a truly diverse team and have a commitment to equality, diversity and inclusivity as part of who we are and everything we do. We are a values-driven organisation and expect all our staff to exhibit a commitment to these through their working practice. As an organisation that tackles multiple forms of abuse, we ensure staff are supported to embrace a culture of well-being and continuous improvement, feedback and feeling able to challenge each other to succeed.

How will you make a difference?

Fundraising & Business Development

- Be the main contact point for the charity's Trusts and Foundations funders and work with the Executive Director and Head of Business Development to cultivate and increase funding opportunities, providing insights and guidance.
- Research prospective Trusts and Foundations, and contact with and approach them for funding depending on their timetables and deadlines.
- Write high quality proposals, business cases for support, concept notes and other fundraising materials for donors, including statutory bodies, trusts and foundations and corporate donors
- Coordinate with programme teams to collate information required for developing business cases, proposals and fundraising appeals.

Grant Management

- Work collaboratively with programme team to obtain timely information to write and submit high quality and inspiring narrative and financial reports on funded programmes adhering to funder's deadlines and specifications.
- Keep track and report on external fundraising trends – using a variety of approaches and networks - to ensure FORWARD's organisational funding pipeline template is up to date / accurate / understood by the wider organisation.
- Build a portfolio of prospective funders to include Trusts & Foundations, corporate funders and individual donors and keep oversight of funders' requirements.
- Manage and maintain FORWARD'S prospect pipeline keeping up to date with all funding possibilities and deadlines.
- Analyse project budgets and produce donor friendly financial reports on time and to a high standard
- Ensure donor data bases and FORWARD processes are compliant with relevant / forthcoming fundraising legislation and regulations as well supporting best fundraising practice at all levels of the organisation (e.g. GDPR and PCI compliance).

Event Planning and Management:

- Plan, coordinate, and execute fundraising events, such as galas, auctions, charity runs, and other community events to cultivate and enhance supporter engagement together with the Digital and Communication Officer.
- Manage event logistics, including venue selection, vendor management, and third-party event organisers and review and mitigate risks.
- Develop event budgets, monitor expenses, and ensure events are cost-effective and within budget.
- Recruit, train, and manage event volunteers and staff.

Donor Relationships & Stewardship

- Provide high quality stewardship programme to supporters, individual donors and community fundraisers, ensuring they have first class experience.
- Ensure that all donations are promptly processed and recorded and acknowledged in a timely manner produce relevant reports.
- Maintain the donor data base and deliver a schedule of donor and member communications, including e-newsletter via online and offline channels such as direct mail, email and social channels.
- Work with marketing/communications colleagues to plan and execute successful fundraising campaigns, strategies and initiation of new campaigns to reach new funders.
- Respond to donor enquiries and provide tailored information on FORWARD's work.
- Work with programme leads to develop compelling fundraising materials, programme case studies and stewardship programmes that are tailored to diverse supporter bases.
- Work with programme teams to ensure FORWARD's website is regularly updated with information, and liaise with the marketing/communications function as appropriate in achieving these tasks.
- Attend regular online and face to face meetings with new and existing donors to encourage new or increased giving.

General Duties

- Stay abreast of fundraising good practices and legislation, ensuring compliance with Charities Act and Institute of Fundraising Codes of Practice, including training.
- Support quality standards in relation to every aspect of the work to ensure that FORWARD maintains its distinctive positive reputation internally and externally e.g. stewardship materials are fit for purpose, reflect our branding, and are best practice.
- Carry out all aspects of this job description in accordance with FORWARD's Staff Handbook and policies, including the Diversity and Equal Opportunities Policy; upholding the aims and objectives of the organisation fully.
- Carry out other duties and ad hoc tasks in line with the post's responsibilities.
- Carry out other duties appropriate to the role and deemed necessary for the effective functioning of the organisation e.g. occasional evenings and / or weekend work.
- Adhere to all organisational policies including health and safety.

What will you bring to the role?

Criteria marked (E) for Essential or (D) for Desirable

Knowledge and Experience

- Two years- experience of fundraising, including experience in multiple income streams from trusts and foundations. (E)
- Knowledge and experience of grant/ trust and foundations applications. (E)
- Proven ability to write compelling bids, business case for support and presenting ideas clearly e.g. translating complex ideas into easy to understand proposals.
- Experience of managing relationships with external stakeholders, including funders (E)
- Knowledge and understanding of the women's sector, particularly violence against women and girls and international development. (E)
- Project management and administration experience. (E)
- A good track record of past fundraising successes. (D)
- Excellent track record of stewardship and donor relationships building (E)
- Experience of managing budgets (E)

Skills and Attributes

- Excellent interpersonal and stakeholder management skills, and the ability to build good relations both internally and externally.
- Highly skilled and confident communicator, both written and verbal and attention to detail.
- Well-organised, proactive and able to prioritise own work with strong project management and planning skills.
- Self-motivated and proactive and able to work independently.
- Able to manage conflicting priorities and work to agreed deadlines.
- Competent and confident in delivering events with limited budget.
- Robust IT skills and confidence using databases, including CRM systems and grant making software.
- Ability to effectively use digital media and online campaigns as a means of engaging stakeholders and donors and the wider public in fundraising opportunities.

Personal Qualities

- Commitment to tackling working on minority communities, including VAWG and human rights of African woman and girls.
- Commitment to equality of opportunity and respect for cultural diversity and sensitivity (including ethnicity, age, religion and gender)
- Collaborative team player who values and works with colleagues in a spirit of positive learning.
- Commitment to the organisational values, vision and mission.

How to apply?

Application deadline: 11th August 2024

Interviews: 2nd & 3rd September 2024

Please email your CV and a separate short cover letter specific to this position to recruitment@forwarduk.org.uk by the application deadline.

In your cover letter, please don't repeat the information covered in your CV, but do include how you meet the job specifications and why you feel you're the best person for this role. Your covering letter should include:

- Why you would like to work for FORWARD?
- Why this particular role interests you?
- On a separate page, a paragraph 'elevator pitch' of a charity (can be fictional) demonstrating your ability to write concisely and persuasively.

Please use the job description and person specification information in this application pack to detail your suitability. If you would like to submit your application in a different format, please get in touch via email or phone (020 8960 4000) and we can discuss how best to facilitate your request. **CVs submitted on their own, without a supporting covering letter, will not be considered.**

If this opportunity sounds exciting to you but your experience, skills or qualifications don't match every requirement exactly, we would still encourage you to apply - you may just be the perfect fit.

FORWARD is committed to promoting equal opportunities in employment. Applicants will receive equal treatment regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. In order to help ensure that our policy is working well please complete an Equality and Diversity Monitoring Form and submit with your application.

If you would like to discuss any aspect of the role or the application process please email recruitment@forwarduk.org.uk and we would be delighted to answer any queries you may have.