
Job Description

Position	Fundraising Coordinator
Reports to	Programme Manager
Direct Reports	None
Job Family	Coordinator
Location	London

Our Purpose

The **Global Network of Civil Society Organisations for Disaster Reduction (GNDR)** was established in 2007. Since then GNDR has grown as the largest international network of civil society organisations working to strengthen resilience and reduce risk in communities worldwide. We are more than 1,200 organisations, many of them grassroots and local community groups as well as national, regional and international organisations and networks. We support the interface between civil society organisations at the frontline and local, national and international policy-making institutions and governance structures. GNDR members work together to amplify the voices of people most at risk and to influence policies and practices. We strengthen our capacities by creating knowledge, and through collaborative learning and action. Together our network is working to make an impact in over 120 countries.

Our Vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters

Strategic Objectives

GNDR has three mutually reinforcing objectives:

- Strengthen the collaboration, solidarity and mobilisation of civil society organisations
- Champion a localisation movement
- Strive for Risk-Informed Development

Purpose of the Secretariat

The GNDR Secretariat serves as a support entity to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Main purpose of the role

The Fundraising Coordinator, as a member of the secretariat team is responsible for coordinating GNDR's fundraising activities, including the development of a fundraising strategy; developing relations with donors and peer agencies; facilitating the design and

producing high quality donor submissions; support the regional team in fundraising at the regional and national level

Position in the organisation

- Responsible to the Programme Manager
- Part of the Secretariat team and active participant in cross-team working
- Works in close collaboration with GNDR members and project partners

Overall Scope of the Role

- Donor relations
- Donor funding submissions
- Support regional fundraising

Specific Duties

The remit of the post will cover the following core tasks and responsibilities:

1. Donor liaison and relationship building

- In collaboration with the Programme Manager, coordinate the implementation of GNDR's fundraising strategy aligned to the GNDR strategy and annual implementation plan, setting out priorities and targets.
- Research and horizon scan for additional donors, analyse donor trends and maintain relevant knowledge on donor priorities, rules and legislative requirements.
- Maintain knowledge of current fundraising procedures and legislation affecting fundraising in the charity sector
- Develop and maintain strong working relationships with existing and potential institutional donors, foundations, trusts, corporates and/or partner at head office and regional levels, through regular visits and interactions
- Maintain relations with peer agency counterparts in order to develop consortia applications
- Join relevant fundraising networks / alliance and attend fundraising and marketing events
- Support regional staff with the development of strategic relationships with in-country / regional donor offices to access funding and policy influencing

2. Donor funding submissions

- Monitor calls for proposals from selected donors
- In close consultation with regional staff and project partners support the design, develop (including writing) and submit high quality funding applications to relevant donors at regional and global levels
- Track and monitor the outcomes of applications to ensure funding proposals are fully considered by donors and relevant data is provided
- Analyse and disseminate the reasons for success or failure and corrective action necessary to improve the success rate of future funding applications

3. Support to Regional Teams

- Facilitate and support regional staff and project partners to design, develop (including writing) and submit high quality funding applications to relevant donors at regional and national level
- Provide advice, training and capacity development to enhance the fundraising and grant management capacity of regional staff GNDR members

Person Specification

Title: Fundraising Coordinator

ATTRIBUTE/ SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> Bachelor's Degree in a relevant subject (eg International Development) 	<ul style="list-style-type: none"> Masters in a development related subject Qualification from a professional fundraising institute
EXPERIENCE	<ul style="list-style-type: none"> Relevant NGO experience in humanitarian or development sector Experience of managing relationships and securing funding from institutional donors (e.g. DFID; USAID; EC, etc) Experience of fundraising from trusts and foundations Experience of writing successful funding proposals and presenting budgets, financial and narrative reports Proven experience in training and./or capacity building Knowledge of fundraising policies and legislation relevant to the UK charities sector 	<ul style="list-style-type: none"> Experience of working for DFID, European Commission or major institutional donor Experience of working in sectors relevant to GNDR – disaster response; DRR; resilience; CSO networks Proven experience of basic accounting procedures and budgeting Existing relationships and contacts across the fundraising sector (donors, trusts, foundations etc), including knowledge of research sources to identify potential new donors
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Excellent Project Cycle Management skills Proficiency in written and spoken in English Proposal writing Good ICT and computer skills, including use of spreadsheets Planning, budgeting, monitoring and evaluation Able to think strategically Good analytical skills Able to work independently as well as effectively within a team Strong communications, selling, influencing, and persuading skills, both written and verbal, particularly in cross cultural context with people from different backgrounds Committed to GNDR's values 	<ul style="list-style-type: none"> Fluent in other languages preferably Spanish or French



GNDR
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Organisations for Disaster Reduction

PERSONAL QUALITIES

- A calm, confident and welcoming manner
- Flexible in his/her approach to work
- Able to work under pressure and meet deadlines
- Good organisational and effective time management skills
- Diligent and conscientious with work responsibilities
- A commitment to values of trust, mutual accountability, gender equity and respect for diverse identities and perspectives.
- Able to travel internationally, occasionally at short notice



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INFORMATION FOR APPLICANTS

Only candidates who are currently eligible to reside and work within the UK should apply.

START DATE: As soon as possible. Position will be held open until filled.

CONTRACT TYPE: Contract will be offered on a fixed-term full-time basis subject to available funding and satisfactory completion of six-month probationary period.

OFFICE HOURS: 35 hour working week within the office hours of Monday to Friday 9:00am -5:00pm with one hour lunch. Flexible working arrangements are possible.

ANNUAL LEAVE: 25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the Executive Director

PROBATION: 6 months' probationary period with 3 months' mid-term review.

SALARY: in the range of £38,000-£40,000 dependant on experience

TO APPLY: To apply for this position all applicants should send a brief cover letter and CV to jobs@gndr.org with subject line referencing the role title. Phone/Skype and/or Face-to-Face interviews will be arranged for short-listed candidates on a rolling basis. Only candidates selected for interview will be contacted. Closing date Sunday