

CARE International UK
Job Description

I. Overview

Post Title: Programme Funding Executive

Department: Marketing

Reports to: Programme Funding Manager

Accountable to: Head of Programme Funding and Management

Base Location: Vauxhall, London

Line Management Responsibility

None

Budgetary Responsibility

Responsible for raising an agreed income budget

Key Contacts

External Contacts	Internal Contacts
UK based Trusts and institutional funders with whom CARE International UK has relationship European Union	SMT; Programme Management Coordinators; Fundraising and Communications Managers from Marketing Department; Thematic Advisors; Contract Management Officers; finance and audit teams, relevant Country Offices
Counterparts in other NGOs	CARE member colleagues, CARE Country Offices and RMUs
Relevant networks eg IOF special interest groups and the National Council for Voluntary Organisations, BOND	

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

2. Background and Job Summary

CARE International UK (CIUK) supports the programming of CARE International Country Offices across the globe. CIUK is a major source of funding to CARE's global operations drawing on a range of funding channels, principally institutional donors – DfID and from the European Union – as well as from Trust Funds, Corporations and other private sources. Traditionally CIUK has been successful at building strong relationships with funders and across CARE and this is reflected in a steady growth of funding. In our last financial year, CIUK has raised over £43 million to support a range of innovative programmes fighting poverty with a special focus on CIUK's key themes of conflict, private sector engagement and governance. We want to build on this strong foundation and work more closely with priority countries and regional units in order to deliver more funds. We also want to scale up our efforts to take advantage of contracting opportunities with DfID.

The Programme Funding Team (PFT) plays an important role in the delivery of the CIUK Strategic Plan for 2013-15 and in determining its future strategic priorities. It plays a major role in a key priority which is to increase flexible and unrestricted funds to support our priority programmes and make a long term impact on poverty. The team is responsible for raising funds from institutional sources such as DfID and the EU and charitable Trusts and Foundations; project managing our major grants and contracts and managing CIUK's liaison with CARE regions and country offices. The Programme Funding team is jointly managed by Programme and Marketing and the Head of Department reports jointly into both Directors.

PFT is made up of five staff that are responsible for delivering on annual fundraising income targets and building up a strong healthy pipeline of funding from Institutional and Trust funders. As a part of the team, the Programme Funding Executive post will have agreed delegated responsibility for achieving agreed targets from the EU, DfID, charitable trusts and foundations. The post holder will support the important task of identifying funding opportunities, researching suitable projects and putting together innovative and deliverable bids. The post holder will also help develop good market intelligence about funding opportunities and donors, cultivating new relationships and strengthen existing ones. They will support Country Offices developing resource mobilisation plans.

The Executive will need to work closely with other colleagues in both the Marketing and Programme Departments given the dual remit of the role. The post-holder will need to ensure close collaboration in order to foster a culture of information sharing and a joined up approach to our work.

3. Main Responsibilities

i. Fundraising and Resource Mobilisation

- Raise an agreed annual income target from Institutional funders, European funding streams and Trusts and Foundations.
- Develop and maintain donor cultivation strategies for funders in order to ensure effective prioritisation to meet short-term and longer-term goals of the donor in a proactive way, involving different departments across CIUK.
- Ensure effective bid management for all proposal development, ensuring teams at CIUK and at the Country Office level are integral to this process. This is done in a proactive, timely fashion and to a high standard.
- Raise funds for CIUK core programming work through grants and contracts.
- Develop strong and high quality bids in collaboration with CIUK Programme and Country Office staff.
- Support country offices developing resource mobilisation plans to proactively engage with donors to help us build a strong pipeline of opportunities across our core donors.

ii. Donor research put the project information ones in section below?

- Research prospective and existing donors to identify potential and inform the best approach.
- Seek, initiate and act on opportunities to engage, involve and develop donor relationships, including opportunities to meet key UK and Country office staff where appropriate.
- Support the team by researching and producing up to date sets of credential documents that will allow CIUK to successfully compete for DfID contract tenders.
- Support other team members in their production of strong bids to the EC and DFID, as appropriate
- Work with team to secure match funding for funding opportunities.
- Tailor communication to the needs and wishes of the donor to strengthen the relationship and maximise their support.
- Proactively seek ways to strengthen and develop donor relationships through meetings and responding to their requests.
- Provide detailed donor briefings to other members of the team in preparation for key meetings.
- Share donor intelligence and information on projects with the rest of the team and beyond as appropriate.
- Support the PFT and other teams to ensure that there is a full understanding of the requirements, restrictions, flexibility and opportunities of these key donors and that these are adhered to and utilised at the proposal development stage.

- Develop proposal development tools and donor guidelines, proactively working across the team to improve the quality of tools and ways of working of working with COs and CIUK staff.

iii. Portfolio Administration

- Proactively update the funding tracker and share drive with key donor information, as appropriate.
- Ensure all relationship management data across the team is recorded in the Raisers Edge Database and that paper records are maintained and up to date.
- Complete contracts secured forecasts, individual work plan, donor cultivation strategies, and other internal marketing/programmes updates.
- Support Senior Programme Funding Executive in preparation of more complex bids, as needed.

Any additional duties as may be reasonably required by a senior manager within the scope of the above.

This document forms part of the post holder's contractual terms and conditions of employment.

The document is not an exhaustive list of core elements of the role.

This job description is a working document and may be amended from time to time by mutual agreement.

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

Health and Safety

The post holder agrees to abide by CIUK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the work place as well as that of their colleagues.

Equal Opportunities

The Post holder agrees to promote and uphold the principles of equal opportunities in accordance with CIUK's Equal Opportunities Statement and all related policies.

CARE International UK
Person Specification

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent. 	
Skills / Abilities	<ul style="list-style-type: none"> • Ability to engage, influence and persuade individuals and organisations at a high level verbally and in writing. • Ability to understand the motivations and tailor the most effective methods of communication for organisations and individual donors. • Excellent organisation skills and ability to work to strict deadlines. • Excellent written skills and demonstrated ability of writing compelling and successful proposals. • Good analytical and numeric skills and ability to report on budget formats • Positive and creative problem solver and ability to work with complex information. • A team player and ability to share knowledge and skills. 	<ul style="list-style-type: none"> • Ability to use an information management database i.e. Raiser’s Edge. • Working knowledge of one European / International language – preference for Spanish or French.
Experience / Understanding	<ul style="list-style-type: none"> • Experience of coordinating relationships with a range of donor partners including charitable trusts and/or other institutional donors. • Excellent understanding and knowledge of Trust and Institutional Fundraising, including giving trends, proposal requirements. • Proven track record in raising funds including successful bids for a UK-based charity. 	<ul style="list-style-type: none"> • Experience of working within an international NGO and a good knowledge of issues relating to international poverty. • Experience of working overseas in a development context.

Other	• Commitment to Equal Opportunities.	
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