

## Fundraising Consultant

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<b>Division:</b>	Health & Education Unit
<b>Project Title:</b>	Faith in the Commonwealth
<b>Start Date:</b>	ASAP
<b>Project Duration:</b>	70 working days before 30 June 2018
<b>Remuneration:</b>	70 working days at £300 per day
<b>Closing Date:</b>	25 September 2017 at 17:00 BST

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**Reports to:** Project Manager, Faith in the Commonwealth

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### **Background**

The Commonwealth Secretariat and the Khalili Foundation have agreed to collaborate on a pilot project “Faith in the Commonwealth”, which aims to improve understanding and respect for diversity and promote social cohesion among youth in targeted commonwealth countries.

The project is based on the Commonwealth charter, the Commonwealth Strategic outcome on Youth and Social development, and the Khalili Foundation’s objective of bringing people together through intercultural dialogue, religious literacy and education.

This project addresses the need to build the capacity of youth to effect social change; build the capacity of educators to effectively teach Global Citizenship Education and promote its aims; and to provide a platform for youth-led action. This project partnership will help to create a new generation of global citizens working collaboratively to address contemporary challenges such as religious intolerance, extremism, conflict and cultural polarisation, and supporting the building of mutual respect amongst across differences.

### **Job Summary**

Under the supervision of the Project Manager, the Consultant will be responsible for developing project fundraising efforts to ensure post-pilot funding is secured.

### **Task Description**

The post-holder will be responsible for:

- Secure funds for continuation of the project past the pilot phase
- Identification of and proactive outreach to major donors and of funding opportunities

- Stakeholder mapping and maintenance of database on key stakeholders and potential donors
- Cultivation and management of external relationships, including with high level government officials
- Development and execution of fundraising plan
- Development of fundraising materials
- Working with colleagues to deliver events and marketing activities
- Engagement with internal and external stakeholders, and collaboration across multiple stakeholders
- Facilitates meetings as appropriate and engagement in strategic planning sessions/meetings
- Any other duties appropriate to the role as required

### **Person Specification**

#### **Education:**

A bachelor's degree

#### **Experience:**

At least five years of demonstrated experience working in fundraising, with a proven track record in a major donor role of securing funding, developing and maintaining good working relationships with a wide range of stakeholders, and developing a positive organisational profile.

#### ***Desirable:***

- Demonstrated experience working in the public or not-for-profit sectors
- Knowledge or experience of education, international development or diplomatic environment
- Major gift fundraising experience of at least 6 figures

#### **Skills:**

- Experience producing and implementing fundraising strategies
- Experience in recruiting, developing and managing high net worth individuals and sponsors
- Excellent verbal and written communications skills
- Creative design and marketing skills
- Ability to work under pressure to deadlines
- Strong leadership and organizational skills
- A self-starter with demonstrated drive and initiative
- Ability to find solutions with limited resources
- Strong research and analytical skills