

Peace Brigades International – UK
<http://www.peacebrigades.org.uk/>

Post Title: Fundraising Officer	Location: London, UK
Hours: 3 days a week	Salary: Dependent upon experience

How to apply

To apply for the position please send a copy of your CV and a cover letter (maximum 2 pages) detailing how you fulfil the essential criteria, and the desirable criteria if relevant, for the role to admin@peacebrigades.org.uk. CVs submitted without an accompanying cover letter will not be considered.

Closing date: 9th August 2015. Interviews to be held in the week commencing 17th August 2015.

Title: Fundraising Officer

Major Objective: To assist the PBI UK Director to secure funding from charitable trusts and companies through the development of applications for core work and for specific projects in cooperation with the PBI UK Director, Advocacy Officer and field projects. To manage funding already secured by liaising with PBI-UK and PBI field project staff and report to funders in compliance with the donor’s requirements. To produce reports and manage communications with previous, current and potential donors and meet with donors if required. To work with the Advocacy Officer to prepare communications and feed into PBI UK publications to raise funds and maintain donors. To organise fundraising events and activities. To manage a database with donor information in compliance with the Data Protection policy.

Place: PBI UK Office, Archway, London

Working week: 3 days

Salary: Dependent upon experience

On-the-job Supervision: Director, PBI-UK

Responsibilities:

- **Trusts and Foundations:** Draft all grant applications and reports and ensure that they are submitted on time and using the correct templates/format. Work with the Advocacy Officer to draft advocacy-led applications. Apply for award opportunities for PBI and HRDs. Manage ongoing correspondence with previous, existing and potential donors. Compile narrative and financial information for reporting to donors on how funding has been spent. Responsible for drafting and oversight of communications with individuals and trusts regarding specific fundraising appeals and events, e.g. invitations and thank you letters.
- **Individual Giving:** Work with the Advocacy Officer and communication staff and volunteers to draft and edit copy for appeals, work with Advocacy Officer and communications staff on online campaigns as appropriate. With communications staff and volunteers to draft regular targeted communications and appeals to engage, cultivate and grow our active supporter base. Work

with the Advocacy Officer to produce copy for PBI UK website and online fundraising sites. With the Director organize at least 2 high-profile fundraising events a year.

- **Development:** Develop an excellent understanding of the work of human rights defenders and human rights and related issues addressed through the protection given by PBI to these defenders in order to communicate these effectively to internal and external audiences.
- **Research:** (i) internal – work closely with the Director and other PBI UK staff to gather information and statistics necessary for approaches to donors and for reporting to donors; (ii) external – identify charitable trusts, foundations and other grant-makers to whom it would be suitable to apply for funds and keep informed of trends in fundraising that might affect PBI's success.
- **Planning and administration:** Maintain the fundraising calendar, ensuring that all deadlines are communicated, monitored and adhered to. Administer and accurately record and store documentation relating to all grants received, ensuring that all grant conditions are noted, adhered to and recorded on the database. Keep in constant communications with trust and foundations, ensuring that they receive copies of our annual reports and audited accounts and support the Director in her communications and relationships with major donors. Brief the Director and Officers and accompany them as appropriate to meetings with major donors and representatives of Trusts and Foundations, in particular provide information on grant objectives, funding awarded and upcoming reporting requirements.

Person Specification:

Essential:

- Knowledge of trusts and foundations
- Experience of drafting high quality successful applications and reports for Trusts and Foundations
- Experience of compiling reports to donors
- Outstanding written communication, a fluent style and excellent written and oral English
- Ability to craft simple messages out of complex issues relating to field work
- Excellent research skills
- Impeccable attention to detail
- Good time management with ability to work to deadlines
- Highly IT literate, including familiarity with Microsoft Access and databases / Excel
- Strong commitment to PBI's values and ethos
- Flexible team player, with an ability to work under pressure as well as plan, manage and organise workload often with conflicting time constraints

Desirable

- Good understanding of written Spanish
- Experience of and interest in organizing events
- Knowledge of PBI's work and human rights issues in field priority countries
- Experience of managing volunteers
- Field experience of PBI's work