



**Peace Brigades International**  
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## International Fundraising Coordinator (Maternity Cover)

### **TERMS AND CONDITIONS**

**Hours per week:** 21 hours per week

**Salary:** GBP 31,850 pro rata

**Holidays:** 28 days + statutory holidays pro rata

**Location:** London, UK

**Tenure:** Fixed term from 18 March to 30 September 2013, with the possibility of extension to 31 December 2013.

### **JOB DESCRIPTION**

#### **1. Main purpose of the role**

To support fundraising across PBI, with a focus on diversification of funding sources; to lead on donor development with multilateral funders and other key donors as appropriate.

#### **2. Position in the organisation**

This is a temporary paid position (maternity cover). The post is accountable to the International Coordinator, who in turn is accountable to PBI's International Board of Trustees.

#### **3. Place of work**

International Office, Peace Brigades International, 6th Floor, Development House, 56-64 Leonard Street, London, EC2A 4LT. This office is fully accessible.

#### **4. Organisation overview**

**Peace Brigades International (PBI)** is a non-governmental organisation, which protects human rights and promotes nonviolent conflict transformation. PBI provides protection for threatened human rights defenders and displaced communities striving to promote social justice and human rights in areas of violent conflict. PBI works in Colombia, Guatemala, Mexico and Nepal, and has just opened a new project in Kenya. New projects in Honduras and Indonesia are also planned for 2013 - 14. PBI project work is supported by a network of 16 country groups, who carry out volunteer recruitment, advocacy and fundraising, and a small international coordinating office. PBI uses a non-hierarchical model of organising and decisions are made by consensus.

**Peace Brigades International** - Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982. Companies House registration FC 19368

The functions of the International Office include co-ordination, strategy, communication, financial management, organisational development, project support and fundraising. For further information see [www.peacebrigades.org](http://www.peacebrigades.org)

## **5. Scope of the role**

The main area of responsibility of the post is to provide expert fundraising guidance and support to the International Coordinator and staff across PBI with all aspects of fundraising (including relationship building, development of proposals and funding templates, prospect research). The post holder will lead on the development of relationships with new institutional and trust donors, including overseeing, leading or contributing to the development of global grant applications and applications for project work in Kenya, Nepal and Indonesia. The post holder will also contribute to ensuring fundraising work is well coordinated across PBI(TBC).

## **6. Key tasks**

### **1) Support fundraising across PBI**

Provide tailored, strategic fundraising support to PBI country groups and projects, aiming to gradually diversify fundraising sources. This includes:

- Working with PBI USA to increase PBI's fundraising capacity and income in the USA, including developing approaches to USA based trusts and foundations for our global work and maximising income from individuals in the USA;
- Supporting fundraisers across PBI to raise income for project work (particularly in Kenya, Nepal and Indonesia), including developing fundraising templates and budgets and supporting approaches to donors as appropriate (for example, to new donors not in any country group's jurisdiction or to existing/new donors in partnership with country groups);
- Consolidating PBI's global income plans and reporting on PBI's global income, working with PBI's International Finance Manager and members of the Fundraising and Finance Working Groups as appropriate;
- Hosting bimonthly Fundraising Working Group Calls (16 May, 18 July, 19 Sept, 21 Nov);
- Developing communications resources as needed to aid a more unified approach.

### **2) Direct fundraising and donor development**

Work with fundraisers and others to ensure good donor stewardship and to gradually diversify fundraising sources. This includes:

- Research worldwide potential sources of funding;
- Build/expand relationships with potential institutional donors and trusts and foundations outside of PBI country groups' jurisdiction (multilateral sources and donors in non-country group countries), working with the International Coordinator and others as appropriate;
- Relationship management for all of the International Secretariat's current donors (external funders and country groups)
- Monitoring all restricted and unrestricted income for the International Secretariat and for PBI's work in Kenya and Indonesia, working with PBI's International Finance Manager;
- Oversee, lead and/or contribute to the development of global, regional and/or partnership grant applications;
- Acknowledge and record international online donations.

### **3) General duties**

- Abide by the mandate, principles, by-laws, guidelines and consensus decision-making processes of PBI;

- Keep up-to-date with developments within PBI;
- Work with other International Office (IO) staff in the fulfilment of the strategic plan and the strengthening of the International Secretariat (ISec);
- Participate in annual International Office (IO) reporting and appraisals;
- Prepare and submit work plans and work reports to agreed schedules;
- Attend IO office meetings as required;
- Undertake field visits to PBI projects as and when required.

## **PERSON SPECIFICATION**

### **Essential:**

- At least 5 years fundraising experience with a focus on institutional donors and foundations
- First degree in a relevant subject
- Strong prospect research skills
- Good public relations and communication skills
- Excellent writing skills
- Highly organised and able to plan, prioritise and work to tight deadlines both individually and as part of a team
- Proficient in the use of Word, Excel, and email
- Ability to work in a multi-lingual, multi-cultural environment
- Ability to work in a non-hierarchical organisation and use consensus decision-making
- Able to start in post on 18 March 2013

### **Desirable:**

- Fluency in Spanish
- Experience in other areas of fundraising, including individual and major donor fundraising
- Experience of fundraising from USA-based institutions
- Fundraising qualification
- Experience in communications, including website development
- Understanding of human rights issues and geopolitics

## **APPLICATION DETAILS**

To apply please send your CV and cover letter by 18<sup>th</sup> February 2013 to:

Jo Wickens [fundraising@peacebrigades.org](mailto:fundraising@peacebrigades.org). Your cover letter should indicate, point by point, how you meet the requirements set out in the person specification.

If you would like an informal chat about the role you can contact Jo Wickens by Skype: Fundraising PBI

**Deadline:** Monday 18<sup>th</sup> February 2013

**Interviews:** Friday 22<sup>nd</sup> & Monday 25<sup>th</sup> February 2013

**Start date:** Monday 18<sup>th</sup> March 2013