



## Director of Fundraising

**Location:** London, UK (Old Street/Moorgate area)

**Working hours:** Part-time (4 days/week)

**Salary:** £42,250-£46,250 full-time equivalent

**Duration:** Initial one-year contract, with a 3-month probation period and expectation to become a permanent position after the first year

**Other provisions:** Pro-rata annual paid leave plus UK public holidays, reasonable flexibility around core hours and working location

**Closing date applications:** 15 August 2018

### Job Description

**The world's leading environmental fund supporting grassroots action is growing! Join a dynamic small team and help us raise more funds for communities around the world.**

### Organisational Summary:

Global Greengrants Fund believes solutions to environmental harm and social injustice come from people whose lives are most impacted. Every day, our global network of people on the frontlines and donors comes together to support communities to protect their ways of life and our planet. Because when local people have a say in the health of their food, water, and resources, they are forces for change.

The mission of Global Greengrants Fund is to mobilise resources worldwide to protect our shared planet and work toward a more equitable world. Our vision is to create the world's largest environmental movement. Through our dynamic and responsive model we channel hundreds of grants each year to grassroots groups in Africa, Asia, Latin America, and the Pacific Islands. We understand that our environment and human rights are deeply connected. Our approach connects global philanthropic resources with locally-led projects to support grassroots movements in five action areas: climate justice, healthy communities and ecosystems, local livelihoods, right to land, water and resources, and women's environmental leadership.

### Position Summary:

The Director of Fundraising will lead on the fundraising operations of Global Greengrants Fund UK, the European arm of Global Greengrants Fund. The postholder will significantly shape the development of the next fundraising strategy (2019-2022) of this young and growing organisation with ambitious growth aims. They will be responsible for implementing the current and new strategy, and raise income from trust and foundations, individual supporters, institutional funders and corporate partners.

The postholder will be an experienced, committed and passionate fundraiser and grants manager, with work experience in international organisations, project development and project management experience, skills in monitoring and evaluation as they relate to the delivery and reporting of grants-funded work and expertise in fundraising strategy development. They would have at least eight to ten years' work experience, preferably more, in smaller and larger organisations and with a range of different donors in the UK and Europe, with excellent writing skills and demonstrated understanding of relevant thematic issues (environment, human rights and international development).

Together with the UK Executive Director, the Director of Fundraising will work to make Global Greengrants Fund UK a stable, financially self-sufficient organisation which contributes significantly

to growing the resources to grassroots environmental justice. The postholder would be part of the UK Management Team and be an active participant in the wider Global Greengrants Fund learning networks. The role reports to the UK Executive Director.

### **Duties and responsibilities**

These duties provide an overview of tasks and responsibilities for the Director of Fundraising. In order to lead the fundraising operations and grow the organisation, any other necessary responsibilities not specifically mentioned may be part of this role. Out of hours work and international travel will also form some part of the role's duties and responsibilities.

Main duties and responsibilities:

1. Development of funding opportunities including relationship-building and stewardship with new and existing donors (individual, foundations, institutions), project development for proposals and proposal writing (60%)
2. Grant management including monitoring and evaluation of grants-funded projects, work with Global Greengrants Fund's programme and field staff on delivery of grants-funded projects, report writing, financial management as it relates to delivery of grants-funded work (30%)
3. Developing new long-term, strong donor relationships, including through attending conferences and meetings, and developing and working in partnership with other foundations and partners (5%)
4. Actively participate in the development of fundraising strategies including through providing projections, delivering context analysis etc. (5%)

### **Skills and attributes**

- A deep commitment to and ability to uphold Global Greengrants' mission, vision, and values.
- Strong written and communication skills in English, possibly in a second European language.
- Highly organised.
- Attention to detail.
- Proactive attitude and results-driven approach.
- Ability to prioritise workload and meet deadlines.
- Friendly and personable with the ability to build rapport with supporters.
- Enthusiastic and keen to learn and develop skills.
- Work on own initiative and including from home, experience in self-administration.

Please apply with a cover letter explaining your interest in the role and outlining your relevant experience, and an updated CV, by no later than 15 August to [info.uk@greengrants.org](mailto:info.uk@greengrants.org).

Global Greengrants Fund UK is an equal opportunities employer and does not discriminate on the basis of race, colour, religion, ethnicity, gender, disability, sexual orientation or gender identity.