**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Programme Funding Coordinator |
| **Company:** | Self Help Africa |
| **Department:** | Programme Funding  |
| **Organisation:** | Self Help Africa (SHA) is an international NGO, dedicated to the vision of an economically thriving and resilient rural Africa. Headquartered in Ireland, with offices in the UK, the US and six African countries, SHA focuses on agriculture and agribusiness as the engine of growth in Africa. Our approach is collaborative and market-based: although we see our primary clients as smallholder farmers in Africa, we work with all participants in the agricultural value chain.With over 250 staff worldwide, and a global turnover of c.€20m, SHA has an ambitious five-year strategy with plans to double our income by 2021. We’re looking for an enthusiastic team member who can help us achieve our growth ambitions, which include increasing our foundation and institutional donor funding base.SHA’s Programme Funding team is based in London and is responsible for raising restricted and strategic funding across the whole SHA group, including providing fundraising support to our social enterprises - Partner Africa and TruTrade.  |
| **Location:** | London  |
| **Contract Type:** | Permanent |
| **Hours:** | Full-time 37.5 hours per week Monday – Friday |
| **Reports to:** | UK Director  |
| **Salary:** | £34,798 - £37,638 |
| **Purpose:** | Self Help Africa is expanding our Programme Funding team and looking to recruit a new Programme Funding Coordinator. The Programme Funding Coordinator will primarily be responsible for securing funds from and developing relationships with a range of trusts and foundations. They will also be responsible for scanning for funding opportunities for foundations and institutional donors, and will also write proposals for institutional donors as required by the team’s workload.  |
| **Key Responsibilities:** | **Donor strategy alignment and relationship management*** Actively manage and develop relationships with a range of trusts and foundations, and other restricted donors, in order to maximise engagement and secure funding through: meeting donors and cultivating contacts; and liaising with colleagues across the organisation to coordinate donor meetings and briefings.
* Identify and develop relationships with potential new sources for restricted funding.
* Scan for funding opportunities for a range of funders on a regular basis and circulate relevant calls to colleagues within the Programme Funding team.
* Research, collate and circulate information on donor priorities, strategies, relationships and operations.

**Proposal development*** Lead proposal development for trusts, foundations and other assigned donors, including identifying relevant projects, writing and editing content, and coordinating timetables, inputs, review and approval processes, and submission.
* Support SHA’s UK and Irish public fundraising teams by writing proposals and reports on specific programmes for donors they account manage.
* Contribute to meeting ambitious departmental financial and non-financial targets.
* Work closely with Programmes Department colleagues to support and/or lead contract negotiation with trust/foundation donors as required.

**Programme Funding Team and Miscellaneous*** Work with colleagues within the Programme Funding Team, and across SHA, to improve the standard of proposal and report writing and donor relationships, and ensure funding opportunities and contracts are managed according to donor requirements.
* Contribute to Programme Funding reporting through ensuring donor information is up-to-date in Self Help Africa’s management information system.
* Represent SHA in donor funding-related groups and networks.
* Keep up-to-date on the agricultural development sector.
 |
| **Key Relationships:** | **Internal*** UK Director (line manager).
* Programme Funding Manager (colleague).
* 2 x Programme Funding Coordinators (colleague).
* UK Fundraising Manager and Fundraising Officer (liaison).
* Irish Fundraising colleagues, particularly the Business Development Manager and Community/Campaigns Manager (liaison).
* Programmes Dept. staff including Programmes Director, Heads of Region, Programme Support Coordinators, and Programme Quality Team (liaison).
* Finance Dept. staff (liaison).

**External*** Trust and foundation trustees and staff.
* Donor staff.
* Partners (NGOs, private sector, academic institutions).
 |
| **Knowledge, Experience & other Requirements** | **Essential*** Minimum of three years’ experience of building and maintaining successful relationships with trusts and foundations.
* Minimum of three years’ recent experience of writing proposals and securing restricted funding from trusts and foundations.
* Ability to form good working relationships and to coordinate with colleagues across the organisation and in multiple locations.
* Experience of managing and prioritising own workload, meeting tight deadlines and working under pressure.
* Excellent written skills, and the ability to turn complex project and/or organisational information into a compelling case for support.
* Excellent oral communication and presentation skills, and an ability to establish relationships with a variety of people including in senior positions.
* Strong numerical and analytical ability, with an ability to understand complex budgets and expenditure reports.
* Ability and willingness to travel if required.
* Commitment to Self Help Africa’s work.

**Desirable** * Experience and/or knowledge of agricultural development.
* Experience in commercial contracting
* Ability to speak/understand French
 |

**Self Help Africa is an Equal Opportunities Employer**