

JOB DESCRIPTION

Job Title:	Programme Funding Coordinator
Company:	Self Help Africa (UK)
Department:	Programme Funding
Organisation:	<p>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. The organisation also has a number of social enterprise subsidiaries - TruTrade, which supports market access for small-holder farmers in the agricultural value-chain; Traidlinks, providing market-linkages to agri-business in East Africa; and Partner Africa, an ethical auditing and consultancy firm that operates across more than 40 countries in sub-Saharan Africa and the Middle East. Self Help Africa is also the lead agency in the delivery of a schools national Development Education programme on behalf of the Irish government, WorldWise Global Schools.</p> <p>With over 300 staff worldwide, and a global turnover of over €20m, SHA has an ambitious five-year growth strategy with plans to double our income by 2021 and expand our resilience portfolio to include work in the humanitarian sector.</p>
Location:	London
Contract Type:	Permanent
Hours:	Full time 37.5 hours per week Monday - Friday
Reports to:	Head of Programme Funding
Salary:	£34,787 - £36,720 per annum
Job Purpose:	<p>The Programme Funding Coordinator will manage SHA's growing portfolio of Trust and Foundation supporters, which includes smaller family organisations as well as larger Foundations giving six figure grants. An experienced Trust Fundraiser, the successful candidate will deliver excellent stewardship of existing relationships and work to cultivate new relationships, particularly focusing on the Trusts and Foundations in the USA and Europe. The role is a key one within the Programme Funding Team and will contribute to meeting the Team's ambitious income targets. The role includes overseas travel of approximately 4-6 weeks per year, including to SHA's countries of operation, as well as for donor engagement – particularly in relation to building relationships with US-based donors.</p>
Key Responsibilities:	<p>Trust and Foundation relationships</p> <ul style="list-style-type: none"> Account manage SHA's existing portfolio of Trust and Foundation donors in the UK, Europe and USA, including acknowledging donations in a timely manner, working closely with programmes colleagues to ensure a high standard of reporting on existing grants and coordinating follow-up requests for further support. Actively develop relationships with new Trust and Foundation donors in the UK, Europe and USA, including Trust and Foundations who may fund humanitarian work. This will include prospect research, meeting and cultivating contacts, and liaising with colleagues across the organisation to coordinate donor meetings and

	<p>briefings. Europe and USA have been identified as particular areas for growth for SHA.</p> <ul style="list-style-type: none"> • 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. • 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. <p>Programme Funding Team and Miscellaneous</p> <ul style="list-style-type: none"> • Support on colleagues on the Programme Funding Team with institutional donor proposals, when extra capacity is required. • 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.
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Head of Programme Funding (Line Manager) • Programme Funding Coordinators x3 (Colleagues) • HQ Programmes Department staff (Liaison) • Country Directors and Heads of Programmes (Liaison) • HQ and Country Office Finance & Admin staff (Liaison) <p>External</p> <ul style="list-style-type: none"> • Trust and Foundation trustees and staff • Partners (NGOs, private sector, academic institutions)
Knowledge, Experience & other Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Minimum of three years' experience of building and maintaining successful relationships with 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. <p>Desirable</p> <ul style="list-style-type: none"> • Experience and/or knowledge of agricultural development. • Ability to speak/understand French



All candidates offered a job with Self Help Africa will be expected to sign Self Help Africa's Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ vetting. **Self Help Africa is an Equal Opportunities Employer**