**JOB DESCRIPTION**

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| **Job Title:** | Programme Funding Coordinator |
| **Company:** | Self Help Africa (UK) |
| **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. The organisation also has a number of social enterprise subsidiaries - TruTrade, which supports market access for smallholder 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. 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 humanitarian portfolio. |
| **Location:** | London (home working/other locations considered for the right candidate) |
| **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:** | The Programme Funding Coordinator is a key role within SHA’s busy Programme Funding Team of five and will further develop our growing portfolio of Trust and Foundation supporters in order to contribute to our ambition of doubling the organisation’s income by 2021. The postholder will need to be a confident networker with the ability to build relationships with major Trusts and Foundations. The role will focus on growing the portfolio of six figure donors. An experienced Trust Fundraiser, the successful candidate will deliver excellent stewardship of existing relationships and cultivate new ones, with a particular focus on Trusts and Foundations in the USA and Europe. The role includes overseas travel of approximately 4-6 weeks per year, including to SHA’s countries of operation and the US in particular as we seek to build relationships with US-based donors.  |
| **Key Responsibilities:** | **Trust and Foundation relationships*** Generate Trust and Foundation income and expand SHA’s portfolio of supporters, particularly larger Trusts and Foundations.
* 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 Trusts 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 briefings. Europe and USA have been identified as particular areas for growth for SHA.
* 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.

**Programme Funding Team and Miscellaneous*** Support colleagues on the Programme Funding Team with institutional donor proposals, when extra capacity is required.
* Work with colleagues within the PF 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 on Self Help Africa’s management information system.
* Represent SHA in donor funding-related groups and networks.
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| **Key Relationships:** | **Internal*** Head of Programme Funding (Line Manager)
* Programme Funding Coordinators x3 (Colleagues)
* HQ Programmes team (Liaison)
* Country Directors and Heads of Programmes (Liaison)
* HQ and Country Office Finance & Admin staff (Liaison)

**External*** Trust and Foundation trustees and staff
* Partners (NGOs, private sector, academic institutions)
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| **Knowledge, Experience & other Requirements** | **Essential*** Minimum of three years’ experience of building and maintaining successful relationships with trusts and foundations and/or institutional donors.
* Ability to form good working relationships and to coordinate with colleagues across the organisation 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.
* Flexibility – able to work varied hours to ensure that proposals are submitted on time.
* Ability and willingness to travel as required.
* Commitment to Self Help Africa’s work.

**Enhanced** * Experience and/or knowledge of agricultural development
* Ability to speak/understand French
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*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**