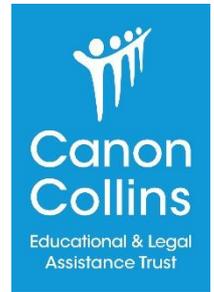


Canon Collins Trust



Partnerships and Fundraising Manager

(part time, up to 21 hours/3 days a week negotiable)

The role of the Partnerships and Fundraising Manager is to identify and cultivate new funding partnerships and strengthen existing ones. S/he will join Canon Collins' small staff team of six, including two based permanently in South Africa.

Drawing on the Trust's Fundraising Strategy the post-holder will work closely with the CEO and trustees to research and pursue new sources of revenue, including support from corporations, high net worth individuals, trusts and foundations. The role also includes maximising income from individuals who support the Trust by participating in events or leaving a bequest to the Trust in their Will.

About the Role

Mobilising resources and partnership management

- Support the team in cultivating and brokering new and existing relationships with institutional, foundations and corporate donors;
- Develop and review specific concept notes, proposals, including logical frameworks and budgets. When needed, provide direct hands-on support to the Trust's partners in the design of concept notes, proposals and budgets;
- Establish close synergies with other CCT team members such as those responsible for Alumni support and Communications;

Strategic planning and positioning

- Contribute to the positioning of key strategic thematic areas with donors, and reviews of the strategic plan;
- Work with senior staff to develop and sharpen the Trust's ideas and plans, and positioning on development issues in southern Africa;

Research, networking and building public awareness

- Participate and actively engage in relevant networking events/conferences to build awareness of the Trust with key stakeholders, influencers, and the UK/SA public more broadly;

- Undertake regular scanning of key donor websites and other research to identify new funding opportunities and share relevant information with colleagues;
- Contribute to the Trust's donor diversification efforts and strategic engagement by carrying out pre-meeting research and prep work;
- Periodically update relevant donor profiles, database etc.

About you

Knowledge and Experience

- Strong, proven understanding and knowledge of the UK donor landscape, especially in respect of international NGOs;
- A minimum of 3 years of directly attributable track record in raising funds for international organisations, and developing funding relationships;
- Experience in developing and writing proposals and arguments, business plans, budgets, concept papers, briefs, executive summaries, as well as coordinating multiple inputs from a variety of sources, and simultaneously managing a variety of relationships;
- Experience of working with or for relevant donor agencies, and experience in preparing and submitting DFID bids is highly desirable (for the Trust's planned future work in Zimbabwe);
- Experience of at least one of the following is desirable: living or working in South Africa or a SADC region country; working in academia or the higher education sector; activism in a developmental context; project design.

Skills and attributes

- Ideally you will be educated to degree level or able to demonstrate a similar level of insight and experience;
- Excellent interpersonal skills along with analytical and creative narrative skills. You will be a good written and verbal communicator, persuasive and confident in presenting to key decision-makers;
- A commitment to international development or social change;
- Good skills in Microsoft Office and a willingness to be self-serving administratively.
- Able to combine attention to humdrum detail such as maintaining database records with the ability to follow through on small leads and build good networks;
- The ability/willingness to travel overseas occasionally.

Key Criteria for Success

After 12 months in the role the successful candidate will be expected to have:

- Solicited 3 to 5 major gifts at the five and six figure level.
- Become a fully integrated leader and member of the team with activity targets and prospect pipelines in place.
- Developed clear plans and targets.
- Built strong relationships with their portfolio of prospects and donors.

Location: Vauxhall/Kennington, London, SE11. Some home-based working may be considered.

Salary: c. £35,000 to £40,000 pa pro rata depending on experience

Contract: Part time, up to 21 hours/3 days per week (hours/days negotiable)

About the Canon Collins Trust

We are a London-based charity investing in higher education and social change from a rights-based perspective in southern Africa.

With our roots in the anti-apartheid struggle of the 1980s, our mission nowadays is to build a network of effective, active leaders and organisations across the region. We call these people and partners 'change agents', who use knowledge and activism to achieve a more open and just society.

We fund higher education scholarships for those who are committed to social change, and we support organisations using the law to protect the rights of some of the most vulnerable and marginalised people. We have plans to grow our networks, including a special programme of support to Zimbabwe and certain historically disadvantaged universities in South Africa. Funding is the only constraint to those plans, and that's where you come in!

To apply

Please note that this post is only open to people who already have the legal right to live and work in the UK. Overseas applicants will not be considered.

To apply, please send a CV and supporting statement of no more than 2 pages showing why you are suitable for the role and how you meet the Person Specification. Please ensure you include references (which will NOT be taken up until we have your permission) and details of your most recent salary.

Please send your application to the CEO at info@canoncollins.org.uk by **5.00pm on Monday 28th January 2019**.

First round interviews are provisionally scheduled during w/c 4th February 2019.

Only shortlisted candidates will be contacted. As a small organisation, the Canon Collins Trust does not have the resources to contact those not shortlisted for interview, or to give feedback on applications. If you have not been contacted by the end of February 2019, unfortunately this means your application was not successful. Thank you.