****

**Fundraising and Operations Manager**

**Hours:** Initially 21 hours per week to be worked across 3-5 days with the

possibility of a full-time position.

**Contract:**  Initially 6 months, with the possibility of a permanent post.

**Base:**  Home-based (the post-holder will need access to a computer). Travel to occasional meetings in London or Newcastle is required, with possible overseas travel to Kenya.

**Salary:** £34,000- £36,000 (pro-rata based on experience)

**Team Kenya Overview**

Team Kenya is a small, highly effective and ambitious forward-thinking CIO (Charitable Incorporated Organisation) founded in 2008 to support development in the Ndhiwa community in Western Kenya. Team Kenya works in partnership with a Kenyan NGO, Twende Pamoja, to educate girls, empower women and transform communities in this rural area through sustainable, evidence-based programming that puts individuals at the centre of solutions. You can read more about our work on our website [www.teamkenya.co.uk](http://www.teamkenya.co.uk).

Following long-held ambitions to develop the way we function, and extensive consultations with our implementation partner in Kenya, we have decided to work deliberately towards a transfer of leadership, decision-making, autonomy and ultimately income generation to Twende Pamoja in 2020 and beyond. Our long-term goal is to work with Twende Pamoja to build capacity and independence and to ensure local ownership and leadership of sustainable strategies so as to dismantle the structures that perpetuate poverty, including inequality, marginalisation, and injustice. We know the people who can best “solve” deeply-rooted social, political, and economic problems are the people whose lives are most affected by them.

Team Kenya believes in the explicit redistribution of power and responsibility in a way that is inclusive, participatory, and mindful of issues of gender, race, social class, and ability. We invest in women’s leadership in the UK and Kenya to amplify the voices of women and girls.

As part of a very small team of one other part-time staff member in the UK and the CEO you must be happy working autonomously, managing and recruiting skilled volunteers to support your work where required. You will problem solve responsively and proactively, pursuing effective and efficient solutions to ensure the charity’s future sustainability and continued impact.

**The post holder will:**

Play a key role in the leadership and delivery of Team Kenya’s fundraising strategy and operational management. You will be responsible for the generation of fundraising income via multiple channels. You will develop and maintain positive relationships with donors and funders whilst also seeking out new funding opportunities.

You will support the good financial management of the charity together with the UK Trustees, seeking opportunities to improve systems and processes.

You will oversee the general administrative operations to ensure the smooth day to day running of the charity and oversee the communications function of the charity, including developing a comms strategy.

**Key responsibilities:**

**Fundraising and Communications**

Oversee the delivery of Team Kenya’s recently developed Fundraising Strategy to maximise income and impact. Develop and oversee the delivery of a marketing and comms strategy to support fundraising and increase our reach.

* Implement fundraising plans covering individuals, major donors, online giving, campaigns, community, corporate, and events.
* Develop and implement a donor stewardship strategy to build and maintain relationships with existing and potential donors, funders and corporate partners using a range of communication channels including impact reporting to funders.
* Manage trusts and foundations research on behalf of Team Kenya and liaise with the Grants and Impact Manager to maintain the funding application cycle for trusts and foundations to regularly identify and apply for new grants.
* Prepare grant applications to trusts and foundations
* Develop a content marketing strategy focused on digital channels to increase our overall profile and gain new supporters
* Recruit, work in collaboration with and oversee volunteers who are supporting fundraising and communications.
* Liaise with the Grants and Impact Manager to effectively communicate organisational values and impact across our social media (Facebook, LinkedIn, Instagram and Twitter), website (WordPress) and newsletters
* Carry out research and develop collaborative partnerships to share good practice and provide support for fundraising and marketing/comms
* Oversee the management and maintenance of the charity’s CRM system (currently eTapestry), and advise on potentially changing CRMs.

**Financial Management**

Support the Trustees to ensure efficient and effective financial management of the charity’s funds. Monitor project and organisational budgets in order to report to funders, as required.

* Monthly tracking of all giving platforms and analysis of fundraising streams
* Monthly tracking of budget versus actuals, making required amendments to fundraising plans as necessary.
* Budget development and cost analysis for fundraising activities
* Tracking of UK expenditure
* Submission of Gift Aid claims

**Operations and Organisational Development**

* Oversee and develop all organisational administration (potentially with support from a volunteer) and identify opportunities for improvements in systems and processes.
* Monitoring and responding to the charity’s communication channels (including via social media and hello@ email).
* Play a role in tracking the charity’s annual workplan and monitoring of progress against targets.
* Play a role in strategic reviews and contribute to the wider thinking and planning of the organisation.
* Regularly report on progress to Trustees.

**Person Specification** E = Essential D = Desirable

**Experience**

|  |  |
| --- | --- |
| E | Demonstrable experience of successful public fundraising and management |
| E | Demonstrable experience of successful grant applications and management |
| E | Demonstrable experience of excellent donor stewardship |
| E | Demonstrable experience in marketing and communications |
| E | Demonstrable experience in the Small Charity sector |
| E | Experience of growing and diversifying income streams |
| D | Experience of institutional fundraising |
| D | Familiarity with the International NGO sector |
| D | Experience of working in international development |
| D | Experience of measuring, monitoring and evaluating the quantitative and qualitative impact of fundraising comms |

**Skills**

|  |  |
| --- | --- |
| E | Strong project and management and monitoring skills |
| E | Strong financial management and budgeting skills |
| E | High level written and verbal communication skills and listening skills across distance and culture |
| D | Ability to understand, collate and interpret monitoring and evaluation data |

**Qualities**

|  |  |
| --- | --- |
| E | Highly organised |
| E | Team player – can grow and maintain relationships with a variety of stakeholders, can support colleagues to achieve the aims of the charity |
| E | Self-starter – can work on own initiative and manage own workload |
| E | Can work under pressure to competing deadlines |
| E | Good communicator, you can clearly and concisely express yourself |
| D | Passionate about international development and creating an equal world |

**To Apply (closing date: 4th May 2021 – 5pm)**

Please send your CV and a cover letter detailing:

1. Your experience relevant to this role
2. How you meet the aspects of the person specification
3. Why you want to join Team Kenya

To Val Wilson at [hello@team-kenya.co.uk](mailto:hello@team-kenya.co.uk)

Should you wish to discuss this role, or if you have any questions, please email:

[val@team-kenya.co.uk](mailto:val@team-kenya.co.uk).

**Thank you for your interest in joining Team Kenya!**