
Job title:	Fundraising Officer
Reporting to:	CEO
Works with:	UK team (CEO, Communications Manager) and SL team
Location:	Home-based (preferably UK)
Contract:	Part-time starting March 2025
Hours of work:	22.5 hours per week
Salary:	£25,000 - £27,000 per annum (pro rata)

Job Purpose

EducAid is looking to recruit a Fundraising Officer who will support our CEO in the UK across a wide range of fundraising activities, working both with our loyal supporters and to secure new support from individuals, community organisations, trusts and foundations and corporate partners. This is an exciting opportunity for someone who is working to diversify their experience in the charity sector working closely with the Chief Executive. We are looking for an all rounder who will be happy to engage with various tasks and responsibilities across the organisation.

Key requirements/experience for the role:

- Minimum of 2 years' experience and successful track record in fundraising, marketing or a related field.
- Work or volunteer experience in a charity or NGO.
- Ability to draft compelling grant applications and proposals.
- Capacity to work autonomously as well as working collaboratively with diverse teams.
- Work experience in the education sector and/or in Sierra Leone is an asset.
- Must have the right to work in the UK or in Sierra Leone.

Overview

EducAid is a UK-registered charity (1163161) and SL-registered NGO established in 1995 to restore and strengthen education in Sierra Leone. EducAid has been transforming education in Sierra Leone for more than 30 years, currently working with more than 300 partner schools across the country as part of our teacher training and school improvement programmes. Running 5 role-model schools, EducAid also provides free, high-quality education to some of the most underserved young people in the country. EducAid works to increase the enrolment, retention and achievement of girls and young women at every level with its equality programmes and is proudly Sierra Leonean driven.

Key Responsibilities

- Research and respond to relevant calls for proposals and grant opportunities, both independently and collaboratively, ensuring alignment with organizational priorities and goals.

- Work proactively to identify, research and develop new strategic partnerships (corporates, community organisations, trusts and foundations) through the creation and management of a robust fundraising pipeline.
- Monitor relevant fundraising trends and innovations to keep the organisation's strategies current and effective.
- Write compelling grant proposals, cases for support and pitches for potential and current partners that align with the organization's mission and meet funder requirements.
- Oversee the planning and execution of fundraising campaigns, events, and initiatives, ensuring alignment with the organization's mission and objectives.
- Develop and manage fundraising and project budgets, ensuring efficient use of resources and alignment with organizational priorities.
- Ensure timely and accurate reporting to donors, including the preparation of impact reports and financial statements.
- Work closely with the communications, programme, and finance teams to ensure a cohesive approach to fundraising and project management.
- Work with the programme team and finance lead to develop project budgets, financial forecasts, and funding projections.
- Work with the communications manager to promote events, maximize attendance, and ensure a seamless event experience for all participants.
- Coordinate with programme teams to align project goals with fundraising activities and donor expectations.
- Ensure compliance with relevant laws, regulations, and ethical standards in fundraising.
- Undertake relevant administration tasks including thanking and recognition, monthly activity reporting, management of general inbox and updating and maintaining our database.
- Undertake any other duties appropriate to the grade and relevant to the objectives of the organisation as agreed with the Chief Executive.

Applications

Please apply by submitting your CV and a cover letter explaining how you meet the criteria to workwithus@educaid.org.uk by 14 February 2025. The vacancy might close earlier should we find the right candidate for the role.

Only shortlisted candidates will be contacted for further selection processes. We thank all applicants for their interest in joining EducAid Sierra Leone.

At EducAid Sierra Leone, we believe in equal opportunities and embrace diversity in our workforce. We encourage applications from qualified individuals regardless of age, gender, disability, race, religion, or sexual orientation. Join our dedicated team and contribute to transforming the lives of young people through quality education.