



FUNDRAISER – Corporates, Events and Individual Giving

Reports to:	Executive Director
Location:	Home based with national travel required
Type of contract:	0.4 FTE negotiable, maternity cover
Languages required:	Fluency in spoken and written English
Starting date:	ASAP
Salary:	£28-30,000 (pro rata)

About Us

Carers Worldwide is the only organisation exclusively highlighting and tackling the issues facing unpaid family carers in developing countries. We are a small team, based primarily in the UK and working with partners in India, Nepal and Bangladesh. Established in 2012, we have achieved significant impact in a short space of time, successfully attracting funding from a range of institutional and private donors. For more information about our work, visit our website www.carersworldwide.org

The Role

We are seeking a Fundraiser experienced in corporate fundraising, events management and individual giving to cover a period of maternity leave. The role is advertised at 0.4 FTE, although this is negotiable for the right candidate. We have a fundraising strategy already developed and seek the required skills and experience to execute the plan alongside a Trusts and Foundations Specialist. The right candidate will excel at building relationships, be flexible in their approach and have a passion to deliver results. Ideally, you will have experience in working within a similar role but must have a demonstrable track record of meeting targets, nurturing relationships and experience of event management. The successful candidate must have the ability to manage a number of responsibilities and accounts, whilst developing new income generation opportunities.

Main Duties

- Meet agreed income targets set by the Executive Director and Board
- Deliver on all aspects of the Fundraising Strategy relating to corporate partnerships, events, community fundraising, individuals and donor care.
- Identify new opportunities, cultivate donor relationships, and provide key supporters with regular updates on our work.
- Liaise with Carers Worldwide staff and partner organisation staff to ensure information required for funding proposals, communications and reports is collected in a full, accurate and timely manner.
- Work alongside the Communications Officer and other key staff to ensure all programme requirements and donor communications expectations are met.
- Maintain good donor records, providing accurate and relevant information with regard to income, submissions, donor care and any other relevant donor information.
- Monitor fundraising campaigns and activities to allow for evaluation and future planning

- Provide the Executive Director and other relevant staff members with appropriate and timely information in order to meet monitoring, reporting and compliance duties to donors and the Trustee Board.

At times, it may be a requirement to undertake other responsibilities not outlined above which have been discussed and agreed with the Executive Director.

Measurable outputs and performance indicators

- Achievement of agreed income targets
- Successful implementation of the fundraising strategy
- Delivery of agreed activities in the annual operational plan
- Submission of high quality proposals and reports

Person Specification

We do of course expect you to have all the right skills for the post, but for us it is equally important that you are the right person to join our energetic and highly committed team.

Skills and experience

- Excellent written and verbal communication skills
- Experience of fundraising from a variety of relevant sources
- Computer literate with a good knowledge of Microsoft Office Suite (Outlook, Word, Excel and Powerpoint)
- Sound financial literacy (particularly understanding of budgeting and financial reporting processes)
- An ability to work independently as well as part of a team
- Ability to manage multiple work streams in an organised manner, ensuring that key deliverables are met on time
- Ability to work productively in a fast-paced environment with tight deadlines
- Ability to manage time effectively under pressure
- Excellent analytical and research skills and ability to learn quickly

Personal characteristics

- A natural self starter who has a proven track record of initiating and driving process and meeting targets
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and actively seeks solutions to challenges and complexities
- Establishes, builds and maintains effective working relationships with all staff
- Completer/finisher
- Well organised and good at planning
- At ease with culture differences
- Good communicator
- Motivated to complete work to a high standard
- Commitment to Carers Worldwide values

All candidates must have the right to work in the UK.

Carers Worldwide is fully committed to protecting those with whom it comes into contact in the course of its work and will conduct appropriate pre-employment referencing and checks. Carers

Worldwide is an equal opportunities employer and committed to achieving the highest standards of diversity, fairness and equality.

How to apply:

Please contact Ruth Patil at ruth.patil@carersworldwide.org with a copy of your CV and to receive the application pack.