

**Job Title:** Fundraising Senior Coordinator - Institutions

**Based at:** Y Care International (YCI), London office

**Job Purpose:** To generate annual income targets from a range of UK and international institutions and smaller statutory bodies.

To provide effective stewardship of institutions and smaller statutory bodies to build sustainable partnerships.

**Accountable to:** Fundraising Manager – Institutions, Trusts & Foundations

**Accountable for:** Volunteers or interns as required

### **Main Responsibilities**

#### **Secure and significantly increase income from institutions and smaller statutory bodies**

- Prepare high quality funding applications and proposals
- Identify and research new funding sources from UK, European, US and other markets
- Sustain and develop institutions and smaller statutory bodies currently supporting YCI, identifying new opportunities for income growth with these as established and valued donors
- Revive and cultivate relationships with lapsed institutions and smaller statutory bodies
- Support the Fundraising Manager – Institutions, Trusts & Foundations to raise funds through cultivating and stewarding prospects and responding effectively to grant rounds
- Support the Fundraising Manager – Institutions, Trusts & Foundations with developing budgets, log frames, results frameworks and/or theories of change in accordance with funder guidelines and YCI programme development standards

#### **Grant management and donor stewardship**

- Grant management and stewardship of key donors, including meeting reporting deadlines and managing all aspects of communication with assigned donors in collaboration with the International Programmes team
- Build and maintain strong relationships with key donors through effective communications across all touch points
- Support the Fundraising Manager – Institutions, Trusts & Foundations in managing relationships and partnerships with bespoke grant management and reporting
- Ensure the donor database (Raiser's Edge) is regularly updated maintaining all contacts, information and deadlines for each grant award and new fundraising opportunity
- Support the Fundraising Manager – Institutions, Trusts & Foundations to secure and meet annual donor compliance requirements for a range of institutional donors

### Research and development

- Remain abreast of institutional donor trends in line with global development goals and share knowledge as appropriate across the organisation
- Investigate and develop new sources of funding from institutions and smaller statutory bodies
- Assist with strategic and tactical planning for future income growth at YCI

### Additional Duties

- Work according to the priorities set by the Fundraising Manager – Institutions, Trusts & Foundations
- Work with the Fundraising Manager – Institutions, Trusts & Foundations and the Fundraising Senior Coordinator – Trusts & Foundations in the development of and implementation of the Institutions, Trusts & Foundations Fundraising strategy
- Support the development of annual income and expenditure budgets and forecasting for institutional fundraising

### Scope of role & limits of authority

The Fundraising Senior Coordinator - Institutions is required to:

- Work within the framework of the YCI annual objectives set by the Director - Fundraising & Marketing
- Take responsibility for their own work and for achieving the agreed tasks and objectives
- Work closely with YCI's International Programmes team and YCI's partners in the global South in programme design and development
- Work closely with all YCI's staff to secure effective fundraising materials and provide accurate information as required
- Perform all other duties relevant to the post as required by the Fundraising Manager – Institutions, Trusts & Foundations
- Model YCI values and maintain relationships of trust with all YCI stakeholders

**Person specification:**

YCI requires a dynamic, rigorous and articulate person with the determination to succeed in winning contractual funds. S/he must be able to communicate effectively, combining the ability to listen to others with mature understanding of our work and able to help shape strong, compelling and fundable programme design.

**Essential Requirements**

- Demonstrable experience of securing and managing grants from institutional donors.
- Experience of working in an international development organisation.
- Experience of working with Institutions including DFID, EU, USAID and international organisations in either a programmes and/or funding capacity.
- Fluent in English (verbal and written).
- Fluency in French and/or Spanish (desirable).
- To have a genuine commitment to the values and ethos of Y Care International.
- Degree in international development or other relevant experience.
- Knowledge and experience of YCI core focus on youth livelihood (employment and enterprise) (desirable)

**Key competencies & skills**

- Professional, enthusiastic and self-motivated.
- Results oriented with a strong sense of ownership for quality of work and deliverables.
- Excellent verbal and written communication skills, including the ability to liaise with donors and colleagues (UK and overseas).
- Highly numerate with the ability to develop and interpret budgets and financial information.
- Strong IT skills including knowledge of excel and databases (Raiser's Edge desirable).
- Excellent research skills.
- Ability to quickly understand new ideas and concepts.
- Experience of managing relationships and activities remotely.
- Willingness and ability to undertake occasional international travel.
- To be well organised and have excellent attention to detail.
- To be self-motivated and disciplined.
- To be able to work effectively and collaboratively as part of a small team, in a supportive, flexible and friendly manner.
- Ability to multi task, prioritise and manage projects.

## Terms and Conditions of Employment

Y Care International creates opportunities for vulnerable young people across the globe to change their lives for the better. Inspired by and faithful to our Christian values, we work with people of all faiths and none to build a more just world, free from poverty.

This post is crucial in delivering impact for YCI programmes for vulnerable and disadvantaged young people around the world.

Commitment to Y Care International's 'Safeguarding Children, Young People and Vulnerable Adults' is a requirement of employment. The successful candidate may be required to undertake a Disclosure and Barring Service check.

<b>Position:</b>	Fundraising Senior Coordinator - Institutions
<b>Location:</b>	London
<b>Term:</b>	Full-time, Permanent
<b>Salary:</b>	£32,000-£35,500 per annum, inclusive of London Weighting
<b>Working Hours:</b>	Working Monday to Friday. Normal office hours are 0900 to 1700; core time is 1000 to 1600. Flexible working arrangements/working from home may be agreed with line management/Management team.
<b>Annual Leave:</b>	27 days per annum in each year commencing 1 April to 31 March (pro-rata, where employment commences during the year). YCI gives additional leave days (three days, normally between Christmas and New Year)
<b>Probation Period:</b>	6 months
<b>Notice Period:</b>	4 weeks during probation; then 12 weeks after probation
<b>Pension Scheme:</b>	Access to stakeholder pension scheme after completion of probation
<b>Life Assurance Scheme:</b>	Available, in the event that membership of the Pension Scheme is not taken. Life Assurance Scheme is free of charge.
<b>Y Care Sickness Pay:</b>	Up to 12 weeks in any rolling year (pro-rata if employment commences during the year)