

Fundraising & Donor Relations Manager

Job description

Location: *Switzerland or UK*

Contract type: *Open ended - 80 to 100%*

Job purpose:

A new position to support CHS Alliance fundraising, donor relations and grant management coordination. We have increased our budget over the last three years, with more government project funding. We are looking for someone who can work closely with the Executive Director (ED) to maintain and nurture the relationships with the current donors, as well as research new funding opportunities' to support the anticipated increased needs of the organisation.

Main Responsibilities:

FUNDING AND RESOURCE MOBILISATION

- Lead the development of a new fundraising strategy.
- Coordinate the drafting of funding proposals in line with CHS Alliance strategy and workplans, through coordination with the different teams and budget holders.
- Research new funding opportunities and lead on-going monitoring of institutional donor interests and policies.
- Follow up and ensure we have the right due diligence requirements for the respective donors.
- Work with the Executive Director to produce core funding requests.
- Work in partnership with the Executive Director to ensure regular strategic donor meetings and identify other engagement opportunities regarding the work of the CHS Alliance.

GRANT MONITORING AND EVALUATION

- Oversee the implementation of the CHS Alliance Monitoring and Reporting system, to ensure there is accurate and high-quality reporting of activities for the donors.
- Ensure that CHS Alliance commitments to donors are followed up and properly reported.
- Work with the Director of Support Services and the ED to track and monitor CHS Alliance activities and restricted/donor fund expenditures, against the annual organisational workplan.
- Support with fundraising presentations for the Board Finance, Risk and Audit Committee.

DONOR COMPLIANCE

- Monitor CHS Alliance compliance with all donor requirements.
- Ensure the timeliness and quality of reports to donor ensuring they adhere to donor rules and regulations.
- Analyze and discuss with CHS Alliance ED and Director of Support Services on a monthly basis all budget estimates and execution to ensure feasibility, consistency, allocatable costs, and compliance, including earmarked projects.
- Work with budget holders and / or grant managers to follow up on amendments of grants / proposals.

- Ensure that grant tracking tools and donor contact databases are up to date.
- Ensure complete files of all documentation generated for each grant and donor communications.
- Provide relevant content as required for CHS Alliance Annual Report developed by the Communications team.

Key Contacts:

Internal: Executive Director, Head of units

External: Donors

Person Specification:

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience with non-profit organizations • At least ten years of relevant work experience including donors' relations and communications, ideally in the humanitarian sector • Strong evidence of bringing in donor funding 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of the humanitarian or development sector • Knowledge of quality and accountability in the aid sector 	<ul style="list-style-type: none"> • Knowledge of the Core Humanitarian Standard
Skills	<ul style="list-style-type: none"> • Problem solving • Excellent writing skills • Spirit of initiative • Ability to work in multicultural environments • Organization skills – able to prioritise • Excellent oral and written English skills 	<ul style="list-style-type: none"> • Other working languages • Change management knowledge
Behaviour	<ul style="list-style-type: none"> • Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the CHS Alliance Code of Conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance's standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact. • Commit to the CHS Alliance values, vision and mission. 	