



Job title: Institutional Fundraiser

Reports to: Executive Director

Salary: Negotiable

Part time: 3 days per week

Background

Fahamu has a vision of the world where people organise to emancipate themselves from all forms of oppression, recognise their social responsibilities, respect each other's differences, and realise their full potential (www.fahamu.org).

Fahamu supports the pan-African movement for social justice by stimulating debate, discussion and analysis, building a culture of respect for human rights and human dignity, supporting social justice advocacy, and publishing and disseminating information. Registered as a charity in the UK, and with offices in Cape Town, Nairobi and Dakar, it is most widely known for publishing the prize-winning e-newsletter Pambazuka News (www.pambazuka.org).

Fahamu manages a total annual income of around £1m, the greatest part of which is raised from trusts, foundations and other institutional donors. Much of this income is channelled directly to partners in the South; a key challenge for the organisation is raising sufficient core costs on an ongoing basis to give it both long-term security and the flexibility to respond to fast-moving situations.

A major priority for Fahamu over the next few years is to diversify its funding base. It intends to do this in two ways: first, by exploring new sources of income (including earned income from its publishing programme), and second, by widening its range of institutional funders in both North and South. The focus of this post will primarily be on the second of these strategies, but the post-holder will also be charged with exploring potential funding

opportunities in Africa from the public, the corporate sector and philanthropists.

Fahamu has built up a solid reputation for effective and accountable practice, and has developed very positive relationships with several institutional donors in the North and in Africa. However, it has not been comprehensive in its approaches to trusts and foundations in the UK, US and Europe and to government sources in the UK and Europe (both bilateral and through the EU). Moreover, the decentralisation of funding arrangements by several bilateral and multilateral donors has created new opportunities, which Fahamu is well-placed to explore through its offices in Africa.

Purpose of the job

To contribute to the long-term financial sustainability of Fahamu by increasing the range and volume of funds raised from institutional donors in the North, and by exploring the potential for fundraising from diverse sources in Africa, including institutional donors, the corporate sector, philanthropists and the general public.

Main responsibilities

1. To develop a strategy for increasing Fahamu's income from institutional sources in both North and South.
2. To investigate additional potential income streams in Africa, particularly from the corporate sector, philanthropists and the general public, and, in collaboration with offices in Africa, to develop a strategy for accessing these sources as appropriate.

3. To co-ordinate organisation-wide intelligence-gathering on funding sources relevant to Fahamu's mission and mandate, and to institute appropriate monitoring systems to track emerging opportunities.
4. To manage Fahamu's relationships with institutional donors:
 - a. To ensure effective co-ordination of donor approaches across the organisation.
 - b. To co-ordinate donor reporting, and ensure that this is carried out in a timely manner and in accordance with donor requirements.
 - c. To build and maintain mutually beneficial relationships with key donors, over and above the transfer of funds.
5. To help Fahamu's offices in Africa increase their income from institutional and other sources and fulfil their responsibilities with respect to donor fundraising and reporting.
6. To write funding proposals as required, in consultation with colleagues and partners.
7. To contribute to organisation-wide processes which strengthen Fahamu's capacity to raise funds, such as market analysis, programme development, impact assessment, and knowledge management.
8. To carry out any other responsibilities as may be required, in mutual agreement with the Executive Director.

Person specification

1. A minimum of 2-3 years direct experience of institutional fundraising.
2. Evidence of ability to carry out analysis and research.
3. Ability to operate with confidence at senior levels both internally and externally, and in an international context.
4. Evidence of commitment to, and skills in, strengthening the capabilities of others.
5. Excellent written and spoken communication skills in English, and ideally also in French.
6. Willingness to spend significant periods of time travelling.
7. Commitment to the values and aims of Fahamu.

Application Process

Please send your CV along with a covering letter explaining how you meet the criteria for the post to fahamujobs@googlemail.com

Please state in the subject line that this is an application for the post of Institutional Fundraiser.

Deadline for applications:

Friday 26th September 2008.

Interview dates: TBA