

Terms of Reference Fundraising and CSR Specialist

A developmental project is looking for a part-time Fundraising and CSR Specialist.

Purpose

To prepare and implement a fundraising strategy in order to secure additional funding for the project interventions. Funds will be raised through partnerships with local/regional/international organizations, NGOs, private sector CSR, fundraising events and other possible channels.

Duration: 6 months (2-3 days per week)

Principle Role:

- Set the fund raising strategy and activities to ensure sustainable funds
- Lead the fundraising activities to raise target amounts of funds that will be set by the project management
- Build viable and sustainable fundraising capacity
- Address current partners and funds
- Attract new partners and funds
- Grow pool of partners and potential partners

Specific Tasks

- Manage current corporate partnerships, suggesting ways to build on these relationships, maximising engagement with partners and potential partners, opening further opportunities for funding.
- Manage and lead the identification of, and approaches to potential partners.
- Secure funding from current and potential partners in forms of:
 - Financial contribution –sustainable financial provision-
 - In kind contribution –sustainable service provision-
- Develop tailored proposals to meet funding quota.
- Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals etc.
- Maintain organised files of all fundraising information.
- Report activities quarterly.

Experience

- At least five years of experience in fundraising for development projects.
- Proven record of successful applications for substantial funding from grant-making bodies.
- Demonstrable ability to develop relationships with corporate partners.
- Experience of researching for corporate funding opportunities.
- Working within a development environment, preferably within an international development project/s.

Skills and Competencies

- Excellent written skills with the ability to produce concise and creative bids.
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Demonstrable ability to plan and prioritize own workload with minimum supervision.
- Excellent communication and presentation skills required to build relationships with potential partners.
- Ability and willingness to travel for work.

To apply: please send email to **info@epasp.org** with cover letter and updated curriculum vitae that clearly spell out your qualifications and experience, in English no longer than 3 pages.