**JOB DESCRIPTION**

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| **Job Title** | Senior Fundraising Officer – French Speaking |
| **Reports to** | Head of Fundraising |
| **Job location** | London |
| **Grade**  | 3 |
| **Contract Duration** | Permanent |

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| **Job Purpose** |
| The Senior Fundraising Officer (SFO) reports to the Head of Fundraising, working with the rest of the Global Fundraising team to develop fundraising opportunities, skills and processes across International Alert. The postholder will support teams across the organisation, with workload planned through a regular resource allocation process based on our pipeline of opportunities. The Senior Fundraising Officer will contribute to raising funds directly with core organisational funders and through securing framework agreements. The postholder will play a role in business development through connections with donors in headquarters and potential consortium partners across the world. The SFO will work closely with business development leads in country hubs and global programmes, supporting them to raise funds, including building the fundraising capacity of country and global programme teams. |
| **Duties and Responsibilities** |
| **Identifying funding opportunities*** Proactively seek information on potential donor opportunities, and help colleagues adapt their programming ideas to suit particular donor interests. Undertake targeted horizon scanning and networking to identify upcoming global funding opportunities.
* In coordination with Global Fundraising team colleagues, proactively build relationships with donor headquarters and potential INGO and other consortium partners.
* Keep up to date on new rules and ways of working in the grant and commercial contracting sector, and share important intel with colleagues.
* Collaborate with relevant colleagues to sharpen Alert’s offer, and ensure Alert has up-to-date capacity statements in all relevant areas.
* Support colleagues to ensure the CRM and the organisational pipeline are kept up to date with all new relevant information.

**Support to country and global programme teams*** In line with resource allocation decisions led by the Head of Fundraising, provide support to country hubs and global programmes teams to design and secure high quality peacebuilding programmes, including mapping, research, identifying and engaging directly with donors, writing proposals and designing appropriate budgets, and supporting country hubs to undertake all of these tasks.
* Provide donor-specific guidance to support strategic go/no go decision making, effective targeting and tailoring of bids and ensure donor compliance.
* Support country hubs and global programme teams to ensure submission of full cost recovery budgets, including advising on adequate personnel resourcing of activities, and country and global shared cost recovery.
* Provide training and learning opportunities for colleagues on specific aspects of fundraising, including specific donor requirements for grants, commercial contracts and full cost recovery budget design.

**Bid, framework and consortium coordination*** Coordinate the bid development process for global grant funding or global commercial tender opportunities including programme delivery contracts, framework bids and consultancies.
* Provide written inputs to proposals and tender documents and gather relevant information including CVs and documents to demonstrate compliance.
* Work closely with finance colleagues to ensure quality financial/commercial proposals in line with donor, organisational and legal requirements.
* Where required, act as coordinator for any framework agreements, ensuring all key stakeholders have timely access to information and facilitating quality tender submissions, and any other framework requirements, including monitoring, reporting, donor and consortium liaison, contracting, developing capacity statements.
* Monitor and share draw down opportunities, facilitating go/no-go processes and ensuring compliance with agreed timeframes.

**Organisational contributions** * Contribute to internal communications and knowledge management, ensuring these are adopted by country hubs, and participate in organisation-wide events and discussions.
* Occasionally supervise volunteers and procure and monitor the work of consultants as required.
* Undertake any other tasks commensurate with the role, as required by the Head of Fundraising.
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| **Travel requirements** |
| Occasional travel to our countries of operation and donor locations.  |

**PERSON SPECIFICATION**

## ESSENTIAL REQUIREMENTS

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| Fluent written and spoken English  |
| Fluent written and spoken French |
| Existing right to work in the UK  |
| Proven track record of securing grants from institutional funders or commercial funding for peacebuilding, development and/or humanitarian programmes |
| Good understanding of global conflict trends and peacebuilding approaches. |
| Experience of working with a range of grant and/or commercial funders, including a good understanding of donor terms and conditions, ways of working and compliance requirements. A good understanding, based on experience, of how donors make decisions and how to ensure funding proposals and/or tender responses are in line with donor requirements. |
| Proven track record of working with key donors including USAID, FCDO and/or EU. |
| Experience of identifying funding opportunities and tracking donor trends. |
| Experience of consortium building and negotiations with other actors including commercial contractors, INGOs and academic institutions. |
| Good understanding and experience of project design, including developing theories of change, clear and realistic objectives or results frameworks. |
| Experience developing realistic full cost recovery budgets, including ensuring adequate personnel resourcing of activities, and country and global shared cost recovery.  |
| Skilled at guiding and facilitating a team through the funding cycle, from early stage business development to contracting and reporting. |
| Excellent convening skills, with experience of facilitating cooperation between colleagues and external stakeholders. Experience facilitating workshops, trainings and events, including remotely and with people with diverse first languages. |
| Experience supporting and building capacity of others to undertake or plan fundraising. |
| Exceptionally clear and concise writing style, including ability to understand and communicate complex technical information in an accessible way, and strong editing skills |
| Excellent interpersonal skills and ability to engage with a wide spectrum of actors, including staff at all levels, partners, peers and donors. |
| IT literate, including experience using Excel for budgeting, and using databases.  |
| A collaborative team player as well as a self-starter with initiative and the ability to work alone. |
| An eye for detail and accuracy.  |
| An ability to balance competing demands. |

**DESIRABLE REQUIREMENTS**

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| Other language skills |
| Experience managing projects, including project start up, implementation management and project closure. |
| Financial management experience, including budgeting and overseeing spend. |
| Experience working with non-institutional donors including trusts and foundations.  |