

Fundraising Manager

Location: Central London

Salary: £40,000

Hours: Full time

The International Integrated Reporting Council ('IIRC') is a business and investor-led global coalition that campaigns for long-term decision-making aimed at promoting financial stability and sustainable development. It does this through advancing integrated reporting, which provides transparency about how the world's multiple resources are managed and how trusted information can be used to direct investment to productive and sustainable outcomes.

The IIRC is a dynamic workplace with a small international team motivated by a vision that transparency in corporate reporting is an essential ingredient of a better world. Working with the IIRC offers the right candidate an opportunity to contribute to a significant change in global reporting practices in conjunction with a wide range of leading global businesses, investors and other key players in the reporting field. The size and nature of the team allows individuals to challenge themselves freely with a range of new opportunities and places an emphasis on flexibility and lateral thinking.

Role Description

The IIRC has recently undertaken a review of its fundraising strategy, with the new post of Fundraising Manager created to lead implementation of the new strategy.

The new fundraising strategy and associated activities will be focused primarily on securing grant funding from major foundations and trusts, and also public institutional donors, primarily in the UK and US, but also further afield, and also further developing relationships with existing funders including organizations represented on the IIRC Council.

The post holder will work closely with the CEO and management team, and also leveraging our strong network including IIRC Council members and Ambassadors, to interact with key external stakeholders, donors and prospects.

The Fundraising Manager will have responsibility for implementing the new fundraising strategy including:

- Grow and manage our grant funding portfolio and pipeline
- Develop a strong case for support, tailoring this for specific projects and funders
- Gather strategic intelligence on existing and potential donors, identifying their areas of interest and where this aligns with the IIRC's work. Work with the management team and others to articulate discrete projects/pieces of work to propose to funders
- Identify and prioritise funding opportunities and links to potential funders, managing communications with prospective funders including how we leverage key individuals in the IIRC and its network
- Coordinate the submission and development of high quality proposals, budgets and reports, in compliance with donor requirements and our internal approval process

- Refine our Salesforce grant management system and keep pipeline up to date, and provide reporting and evaluation to donors and internally to the IIRC
- Provide support, guidance and training to other members of the IIRC team to effectively manage their fundraising activities, proposal development, grant management, and donor reporting requirements
- Assist in negotiating grant agreements and amendments to agreements with donors
- Help to maintain and enhance the IIRC's reputation and credibility with grant giving bodies through the implementation of best practice in grants management for all funders and projects
- Enable the IIRC to remain accountable to funders by staying in touch with progress of programme implementation, especially on large/complex/high-risk grants
- Manage and steward selected foundations and trusts to secure renewal of grants and partnerships
- Other tasks as assigned according to the grade and nature of this post.

Candidate Specification

The candidate will be a dynamic and motivated individual with at least five years' experience and proven track record of successfully developing large scale (multi-year) funding proposals to a variety of national and international foundations and institutional sources.

The successful candidate will also have:

Role Specific

- Proven ability to write and edit compelling, creative, succinct and clear proposals and reports is essential with the ability to translate complex organizational data into clear and simple messages for a wide range of audiences
- Experience of developing and nurturing mutually beneficial relationships with funders
- Experience in analysing, compiling and editing budgetary information for complex projects
- Knowledge and experience of donor compliance issues and procedures of key donors
- Experience in identifying funding information sources and carrying out in-depth research on funding opportunities
- Experience in supporting and working with long-term foundation fundraising strategy
- Ability to develop relationships with funders and represent the IIRC in a professional manner with professionals in the external funding world

General

- In-depth knowledge and experience of project planning with competing deadlines, implementation, monitoring and evaluation
- Good knowledge of major international trends and development
- A proven ability to work effectively within a team, delivering on clear goals, coordinating work with colleagues and providing advice to other members of the team when required
- A proven ability to negotiate solutions and resources between team members
- Willingness and ability to travel nationally and internationally on occasion

- Excellent computer and IT skills, including the use of standard MS software packages (SharePoint, Word, Excel, PowerPoint, Outlook), as well as fundraising databases (ideally Salesforce)
- Awareness of the issues relevant to the IIRC by stakeholders around the world
- Excellent judgment and creative abilities, including influencing, negotiating and problem solving skills
- Versatility to combine self-management and self-support when working alone with productive team membership
- Empathy and interest in the IIRC's mission and objectives
- Right to work in the UK.

Responses

Interested applicants should send a CV with a cover letter, outlining relevant experience and suitability for the role, to Vicky.mcardle@theiirc.org under the reference 'Fundraising Manager' Interview dates will be arranged on application. Only shortlisted applicants will be contacted.