



Community Action Nepal

DIRECTOR OF FUNDRAISING ROLE

Purpose of the Post

We are seeking a highly motivated Director of Fundraising with an excellent track record in the charitable sector generating sustainable funding as well as experience of managing a small team. The post holder will co-ordinate, drive forward and implement an effective fundraising strategy and be responsible for securing funding from a range of sources including individual donors, supporters, institutional funders, Trusts and Foundations, legacies and businesses. The post holder will be CAN's most senior member of staff and will be responsible for the overall management of the UK office operations. Successful candidates will demonstrate an ability to work directly with Trustees and to collaborate with our colleagues in Nepal.

About CAN

Community Action Nepal (CAN) was established 25 years ago by the world renowned mountaineer Doug Scott CBE, to raise the living standards of remote mountain communities in Nepal. In this time CAN, working predominantly with our implementation partner in Nepal, has built 17 schools, 19 health posts and three Porter Rescue Shelters and delivered a wide range of livelihoods, agriculture and cultural programmes, improving the lives of many thousands of people in rural Nepal. The principles of CAN's ethos are that projects should be sustainable in the long term, involve local communities in their management and delivery, and be sensitive to protecting indigenous cultures. You can find out more about CAN by visiting <https://canepal.org.uk>.

Sadly, Doug died in 2020 but CAN Trustees are committed to continuing his work in Nepal. Doug had acted as Operations Director UK for many years and was our principal fundraiser. The major focus is now fundraising for CAN's work in Nepal and the UK organisation behind it, at a level of £500,000 per year. Doug raised several £million in the years following the 2015 earthquake, but with his loss funding levels have declined to around £250,000 p.a. and we need someone new to re-energise and grow our funding base to achieve our goals and continue his legacy into the future.

CAN is run by a group of 12 Trustees, with a variety of qualifications, through six Sub-Committees: Strategy, Finance, Fundraising, Construction, Health and Agriculture.

Job Description

Title: Director of Fundraising

Responsible to: CAN Trustee office bearers

Responsible for: Administration and Finance Officer (4 days a week), Communications Officer (3 days a week), and a prospective part-time Fundraising Officer. The post holder will also support a number of volunteers.

Based: Home working within the U.K. The charity has its foundation in Cumbria where our Patrons and some staff are based.

Keys Tasks

Team Leadership

- Lead and manage the staff team, fostering an inclusive, open and innovative culture and a healthy working environment.
- Build a motivated team by providing regular supervision, leading team meetings, undertaking staff appraisals and supporting the development of team members.
- Oversee the work of the UK office operation and manage the Administration and Finance Officer, the Communications and Events Officer and a new prospective part time Fundraising Officer post.
- Facilitate collaborative working within the staff team and ensure targets and deadlines are met. With the support of the staff team and Trustees meet annual fundraising targets of £500,000.
- Ensure external (legal) and internal policy compliance including Fundraising, HR, health and safety, GDPR, environmental and safeguarding policy and procedures.

Fundraising Management and Development

- Lead the development and implementation of a new broad ranging fundraising strategy to achieve an increase in income drawing on existing and new approaches.
- Prepare and monitor income and expenditure budgets for the fundraising function, including regular reporting and forecasting, and develop the annual fundraising activity plan with targets.
- Operate as CAN's lead ambassador and representative by engaging key funding partners, donors and institutions, making an effective case for support and building sustainable fundraising relationships.

- Provide specialist technical knowledge and advice on fundraising policy, regulations and management to ensure CAN's fundraising activity is well managed, compliant and reflects best practice.
- Provide the technical lead for data held about our fundraising donors and partners in compliance with GDPR and Fundraising regulations and ensure that our data is relevant, up to date and accessible.
- Report fundraising plans, budgets and results to Trustees on a regular basis.

Individual Giving, subscriptions and donations

- Manage the cultivation and stewardship plans for existing and new donors by mobilising staff, Trustees and Patrons to support this work.
- Oversee the charity's Client Management software (CRM) system and implement effective systems for donor data collection and analysis, donor segmentation and donor management, ensuring that relationships, communications and approach are well managed and delivered to a high standard and sensitively.

Grant Giving Funders, Charitable Trusts, Foundations and Institutional funders

- Initiate, research and formulate applications to Trusts, Foundations and Institutional funders to reflect CAN's priorities and work collaboratively with the prospective part-time Fundraising Officer.
- Ensure robust reporting and Monitoring and Evaluation (M/E) systems are in place.
- Work alongside CAN Nepal staff to support funding applications and seek their assistance with M/E reporting.

Community fundraising and events

- Oversee the work undertaken by the Communication Officer with CAN supporters and supporter groups to deliver community fundraising initiatives on behalf of CAN.
- Help establish CAN as the international charity of choice in Cumbria where Doug had many links.
- Oversee CAN's fundraising events and lectures in collaboration with the Communications Officer.

Fundraising with businesses and Corporates

- Seek out business and corporate fundraising partners by securing support in cash/or kind in line with CAN's ethos.
- Collaborate with our sister organisation Community Action Treks (CAT) to encourage trekkers to engage with CAN projects on their visits to Nepal and to champion CAN projects.

Other

- Liaising as required with CAN's Operation's Director and UK Country Representative based in Nepal.
- Provide intelligence, insight and new ideas to strengthen CAN's approach to fundraising.
- Promote and represent CAN with courage, respect, and integrity.
- Support and promote CAN's commitment to equality, diversity, inclusion and the safeguarding of children and vulnerable adults.
- Comply with all CAN's policies and procedures.
- Network with organisations like BRANNGO and the Britain Nepal Fellowship.
- Undertake other duties as requested by CAN trustees in line with the post.

The position is UK-based and candidates need to be eligible to work in the UK.

Although the post holder will provide the day to day management of the Administration and Finance Officer, this function will be overseen by the charity Treasurer and Finance Sub-committee.

Person Specification

Experience

Criteria	Essential/ Desirable	Measured By: Application/Interview
Significant experience of working in the charitable sector	E	A
Significant leadership experience managing small teams, with a good track record inspiring and motivating colleagues	E	A/I
Significant experience achieving fundraising success from a variety of funding sources including, Trusts, Foundations, Institutional funders, donors, major gifts, supporters, businesses and other partners, etc	E	A/I

Knowledge and Understanding

Criteria	Essential/ Desirable	Measured By: Application/Interview
An excellent understanding of best practice in fundraising, relevant legislation and regulation	E	A/I
Knowledge of donor management systems and effective ways of nurturing relationships with donors, partners and supporters	E	A/I
A willingness to understand CAN's ethos and demonstrate a commitment to the values of the charity	E	A/I

Skills and Qualifications

Criteria	Essential/ Desirable	Measured By: Application/Interview
Educated to degree level or equivalent	D	A/I
Excellent interpersonal and communication skills (both verbal and written) and a demonstrable ability to formulate convincing proposals to secure funding for projects and programmes	E	I
Excellent research and bid writing skills	E	A/I
Ability to work across international cultures and network effectively	E	A/I
Excellent organisational, project and budget management skills with ability to make accurate forecasts of fundraising income	E	I
IT literate – particularly Microsoft Office, Excel and CRM databases	E	A
Ability to drive and willingness to travel	E	A

Personal Qualities

Criteria	Essential/ Desirable	Measured By: Application/Interview
Confident, disciplined, and self-motivated with ability to work independently and manage others effectively	E	I
Professional, personable and approachable, with an ability to positively interact with a wide range of people including colleagues, funding partners, high value donors, volunteers, Trustees	E	A/I
Team player with a good sense of humour and good self-resilience	E	A/I
Outcome focussed with ability to work to demanding targets and deadlines	E	A/I
Experience working in Nepal or other developing countries	D	A

Terms and Conditions

Salary :	£40,000 - 45,000 per annum depending on experience
Hours:	Full time. 35 working hours per week, Monday to Friday. The nature of the post's duties may from time-to-time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given.
Flexibility:	Subject to ensuring that the needs of the charity and the role are met, CAN endeavours to meet the flexible working needs of its employees.
Holidays:	25 working days per annum in addition to normal public holidays.
Pension:	CAN offers a workplace personal pension through NEST. Details will be sent directly to you by the provider at the point that you are eligible for auto-enrolment.
Supervision:	The post holder will report to the Trustee Office bearers
Equal Opportunities:	CAN is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.
Place of Work:	Home based within U.K. The post holder will be required to travel to parts of the country to fulfil their role for which expenses will be covered. Public transport is encouraged.
Closing deadline:	28 th of January 2022
Interview date:	17 th -18 th of February 2022