



Job Description – Head of Fundraising

Job title: Head of Fundraising
Responsible to: Executive Director
Responsible for: Fundraiser – trusts & foundations
Special Events Co-ordinator (currently on maternity leave)
Schools and Community Development Co-ordinator, (part-time)
Support Group Co-ordinator, (part-time)
Intern; 2 days per week where relevant
The above are currently slightly reorganised for the SE Co-ordinator's maternity leave.
Volunteers
There is a team of dedicated volunteers who give several hours per week to fundraising, event organising and analysis

About Street Child Africa

Street Child Africa is the only UK charity entirely devoted to helping street children across sub-Saharan Africa. In partnership with African agencies who seek out and befriend street children, we offer street children friendship, guidance from a trustworthy adult, practical help, education, medical care, baby care, skills training, vocational sponsorship, a place in the community, and a chance to choose a different path in life.
(Vision and Mission Statement attached)

An Africa where all children are safe, loved and reach their potential

The Charity operates from a small office in Thames Ditton near Kingston-upon-Thames.

Visit our website to see the range of our activities – www.streetchildafrica.org.uk.

About the Post

Reporting directly to the Executive Director of the charity you will be responsible for leading and managing the fundraising team and for raising the funds required to maintain and expand Street Child Africa's operations and activities for the benefit of street children in sub-Saharan Africa.

As part of a resourceful team you will play a significant role in the growth and development of the charity, and an important part in developing an integrated approach across all parts of the business.

MAJOR RESPONSIBILITIES

You will lead the fundraising team in working closely with other parts of the organisation in developing funding proposals. Proposals will range from small, one-off projects to the large scale, multifaceted, long-term needs of the organisation and future programmes.

You will have the opportunity to develop new approaches and systems to achieve an annual income target.

- Develop and implement a successful and sustainable income generation and marketing strategy.
- Propose and subsequently manage the fundraising department annual budget as agreed with the Executive Director
- Lead, manage and motivate the Street Child Africa fundraising team.
- Personal responsibility for all corporate donor fundraising and applications.
- Personally handling, in conjunction with the Schools and Community Development Co-ordinator, all major donor applications, relationships and donations.
- Manage overseeing and co-ordinating all other Street Child Africa fundraising and marketing activities including those relating to trusts, community activities and events.
- Raise funds to meet or exceed the annual income target as agreed with the Executive Director and approved by the Board of Trustees.
- Keep the Executive Director and, when requested, the Board of Trustees fully informed of all fundraising activities by preparing reports and attending management and Trustees meetings to present and discuss plans and activities.
- Work with the overseas Programmes Team to develop targeted fundraising projects

Skills and Qualifications

A confident public speaker, having experience in managing budgets/finances as well as dealing with organisations at the highest level. An inspirational leader and manager, able to present the charity to existing donors and support groups as well as leading the small fundraising team who will report directly to you.

KEY QUALITIES AND EXPERIENCE REQUIRED.

- A minimum of five years experience and a track record of successful fundraising in the charity sector or a minimum of two years working at a charity and experience in another business which involved fundraising with senior level personnel at other organisations.
- Excellent presentation and communication skills.
- Ability to develop and put forward carefully considered and achievable fundraising strategies and action plans for consideration by the Executive Director and the Trustees of Street Child Africa and to successfully implement agreed strategies and plans.
- Experience of building relationships with individuals at Chairman /Director /Chief Executive level and the right negotiation skills to get the best outcome

- Possess excellent interpersonal skills to deal successfully with existing and potential corporate donors, trusts and high net-worth individuals, as well as other key organisations and individuals connected with the charity.
- Experience of e-marketing and e-fundraising
- Experience of detailed budgeting and presentation of financial information.
- The ability to provide strong leadership and management of the Street Child Africa fundraising team and to ensure that each member of the team fully understands the role they are to carry out and that Street Child Africa's fundraising activities are at all times carried out in a co-ordinated and highly professional manner.
- Concern for the plight of Street Children in Africa and a passion to do something about it.
- Understanding of, and sympathy with, the overall aims of the Charity.

Desirable

- Institute of Fundraising member with Certificate in Fundraising Management.
- Experience of overseas development.
- Knowledge of fundraising databases.
- A good knowledge of standard PC packages.

Basic Details

- The position of Head of Fundraising is a full-time permanent post
 - While it is expected that the HFR will spend time out of the office visiting potential donors and carrying out profile raising and fundraising activities, an essential part of the job will be within the office, supporting and leading the FR team, liaising with the Overseas Programmes Department and the Director.
 - The Head of Fundraising will be expected to travel to Africa from time to time to visit our partners and accompany major donors
 - Office hours are 9am – 5pm Monday to Friday but due to the nature of the work there will be some evening and weekend involvement. We expect and offer a flexible approach to fulfilling the requirement of the position.
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Street Child Africa Mission & Objectives

Our vision

An Africa where all children are safe, loved and reach their potential.

Our mission

Champion the rights of African street children and other children at risk by (listening to them and) supporting quality services that address their needs and fulfil their aspirations.

Our work (Objectives)

1. Raise sustainable funds to support our vision.
2. Strengthen the impact of partner organisations through funding, training and advice (and according to their needs).
3. Facilitate effective co-ordination and collaboration through the creation of strong local African networks
4. Contribute to the development of national strategies to tackle the root causes of street migration
5. Raise awareness about the causes and consequences of street migration through targeted advocacy in the UK and overseas

Where we operate:

1. Fundraising: UK and internationally
2. Programmes: 12 partners in 8 African countries (DR Congo, Ghana, Mozambique, Nigeria, Senegal, Uganda, Zambia, and Zimbabwe)
3. Advocacy and awareness raising: UK, Africa, and internationally.

Our partners' work:

1. Stages of intervention:
 - Prevention, Early intervention, Outreach & Re-integration
2. Services provided:
 - Nutrition, hygiene and medical care
 - Counselling and mediation
 - Sports, music, art and play
 - Education and vocational training
 - Income generating activities
 - Advocacy and awareness raising