

Fundraising Officer

Job Description and Person Specification

Responsible to	Executive Director
Salary	£30,000 to £32,000 per year, depending on experience
Location	Hybrid, with two days per week at Sweeps Ditch, 44a Gresham Road, Staines, Middlesex, TW18 2AN
Hours	28 hours per week, worked Monday to Thursday
Contract	12-month fixed-term contract, with the possibility of extension

About Disability Africa

Disability Africa works in partnership with local organisations in The Gambia, Kenya, Eswatini, Zambia and Uganda to help disabled children and young people take part in community life on an equal basis with others.

Our work is grounded in the Social Model of Disability: we focus on identifying and removing the social, environmental and attitudinal barriers that exclude disabled people. We reject pity-based charity narratives and focus instead on rights, participation and inclusion.

We are also conscious of the colonial power structures that continue to shape the international development sector. We work actively to challenge them by building long-term partnerships in which local organisations lead how our approach is shaped and put into practice in their own communities.

Role purpose

The Fundraising Officer is a key member of the Disability Africa team, helping to generate and develop the income needed to sustain and grow our work with partners in Africa.

We are looking for someone who combines strong fundraising fundamentals with curiosity, creativity and a willingness to experiment. At a time when the charity sector and the wider world are changing quickly, the postholder will be encouraged to look beyond familiar approaches, spot opportunities others might miss and turn new ideas into practical action.

Working closely with the Executive Director, the postholder will develop established fundraising activity across trusts and foundations, corporate partnerships and individual giving, while also exploring new opportunities, audiences and approaches.

The role combines hands-on research, writing, relationship-building and data management. It offers scope to develop across several areas of fundraising within a small, collaborative team, supported by volunteers contributing to different strands of work.

Main responsibilities

Fundraising and income generation

- Research funding opportunities across trusts and foundations, corporate partnerships, individual giving and other relevant sources.
- Prepare and submit high-quality applications, proposals and funding requests, with guidance from the Executive Director where appropriate.
- Maintain a clear pipeline of prospective and existing funders and manage timely follow-up and repeat applications.
- Contribute ideas to Disability Africa's fundraising plans and help identify opportunities to broaden its income base.
- Support the development and testing of new approaches to income generation, including digital fundraising, partnerships, networks and other relevant opportunities.
- Contribute to fundraising budgets and monitor the performance of fundraising activity.

Donor relationships and stewardship

- Build positive, long-term relationships with donors, funders, corporate partners and prospective supporters.

- Initiate contact with prospective supporters through appropriate written approaches, calls and meetings.
- Identify opportunities to develop relationships beyond individual funding applications.
- Produce clear and engaging donor reports that demonstrate impact and financial accountability.
- Ensure donors and supporters are appropriately acknowledged and stewarded.

CRM data and fundraising systems

- Maintain accurate records of donors, prospects, relationships and activity in Disability Africa's fundraising CRM.
- Track the fundraising pipeline and use data to support prioritisation and decision-making.
- Work accurately with fundraising budgets and financial information.
- Record donations and support the reconciliation of fundraising income with bank and CAF records.
- Segment and manage supporter data in line with GDPR requirements.
- Provide regular fundraising updates to the Executive Director.

Fundraising communications

- Contribute to fundraising campaigns and donor communications in collaboration with colleagues and volunteers working on communications and content.
- Produce clear donor-facing materials, cases for support and fundraising content.
- Help identify ways to reach and engage new audiences through different channels.
- Ensure fundraising communications reflect Disability Africa's work, ethos and commitment to the Social Model of Disability.

Organisational contribution

- Participate in team planning and contribute to the continued development of Disability Africa's fundraising approach.
- Work collaboratively with colleagues and fundraising volunteers so their work connects with wider fundraising activity.
- Contribute ideas, initiative and constructive challenge as the organisation develops its income generation.
- Represent Disability Africa externally with confidence, professionalism and sensitivity.
- Undertake other reasonable responsibilities within a small and flexible team.

Person specification

We are looking for someone with strong fundraising fundamentals, curiosity and initiative. We do not expect candidates to have experience in every income stream listed in this job description.

Essential

- Experience of fundraising within a charity, non-profit or comparable organisation.
- Strong research, writing and proposal-development skills.
- Strong relationship-building skills and confidence communicating with prospective donors and supporters.
- Good analytical and numerical skills, including confidence working with fundraising data and budgets.
- Experience using a CRM or donor database – we use Salesforce
- Strong communication and interpersonal skills, with the ability to engage different audiences and work sensitively across cultural contexts.
- A good level of digital competence, including Excel and Microsoft 365.
- Ability to manage multiple priorities independently, with initiative, accuracy and flexibility.
- Integrity, transparency and accountability in all aspects of work.
- Alignment with Disability Africa's ethos and the Social Model of Disability, including our partnership-based approach, an awareness of the colonial dynamics that continue to shape the sector, and a rejection of pity-based charity narratives.
- Commitment to equal opportunities and to the right of disabled children and young people to the same opportunities, participation and play as their peers.

Desirable

- Experience of more than one fundraising income stream.
- Experience of donor reporting, supporter communications or fundraising campaigns.
- Experience using AI or other digital tools professionally, with appropriate critical judgement.

- Experience or knowledge relevant to international partnerships, Africa-focused organisations or disability rights.