

JOB PURPOSE

This is a new role supporting Videre's fundraising activities, including the cultivation of new donors, managing existing grants and supporting efficient development processes.

You will work with the Head of Development to deliver a fundraising strategy which enables Videre's programming. This will be a varied role contributing to the full fundraising cycle, from opportunity identification to proposal development, to grant management and reporting. We hope that this role will: enable us to identify new opportunities; produce strong applications; report to our donors to an exemplary standard and evolve internal systems as our organisation continues to grow through this strategic period.

This is the ideal role for somebody earlier in their fundraising career (3 years' experience) who wants to develop a strong foundation across multiple areas of fundraising including governments, foundations, and individuals.

MAIN RESPONSIBILITIES

Grant management and reporting

- Lead the administration and coordination of donor reporting processes across the organisation.
- Maintain reporting calendars, submission schedules, and compliance trackers for all grants and funding agreements.
- Coordinate the collection of narrative, financial, monitoring, evaluation, and learning information required for donor reports.
- Draft, edit, and quality assure donor reports and grant documentation.
- Maintain accurate records of contracts, grant agreements, amendments, reporting obligations, and donor correspondence.
- Support organisational audits, donor reviews, and compliance processes by maintaining accurate documentation and records.
- Ensure lessons learned from reporting and grant implementation are captured and shared appropriately across the organisation.
- Produce analyses and summaries of fundraising activity, donor engagement, pipeline performance, and reporting status for management review.

Donor cultivation and retention

- Support donor cultivation activities, ensuring interactions, opportunities, actions, and follow-up tasks are tracked and completed.
- Conduct detailed prospect research on foundations, trusts, government donors, individuals, and other funding opportunities.
- Monitor funding platforms, donor websites, philanthropic networks, and sector intelligence sources to identify new opportunities.
- Prepare donor profiles, briefing notes, meeting packs, background research, and cultivation materials for senior staff.
- Support the development of fundraising materials, concept notes, proposals, applications, presentations, and supporting documentation.
- Coordinate cross-organisational input into bids and applications, ensuring information is gathered efficiently and deadlines are met.
- Support due diligence processes for prospective donors and funding opportunities in accordance with Videre's policies and commitment to ethical fundraising.
- Analyse fundraising performance data and proposal outcomes, identifying trends and lessons to improve future success rates.

Development Coordination

- Maintain and develop fundraising trackers, forecasts, and performance reporting for use by the Head of Development, Senior Management Team, and Board of Trustees.
- Maintain and continually improve development systems, templates, processes, and workflows to ensure efficient delivery across the fundraising cycle.
- Support annual fundraising planning processes.
- Gather and analyse information on funding trends, sector developments, and peer activities to support strategic decision-making.
- Ensure development-related records, systems, and documentation are complete, accurate, and compliant with organisational policies.

Other

- Ensure accurate filing and management of development-related documentation and institutional knowledge.
- Contribute to organisational learning by identifying opportunities to improve systems, processes, and knowledge sharing.
- Further organisational Diversity, Equity and Inclusion goals by ensuring fundraising and development processes incorporate diverse perspectives and meaningful participation from project teams and partners.
- Undertake other duties reasonably required by the Head of Development and contribute to the wider success of the organisation.
- Support the delivery of fundraising events

PERSON SPECIFICATION**Essential**

- Commitment to Videre's mission, values, and safeguarding principles.
- Experience in fundraising, grant management or business development.
- Excellent organisational skills and proven ability to manage complex projects with multiple priorities, deadlines, and workstreams simultaneously.
- Outstanding written communication skills with experience drafting, editing, and proof-reading applications and reports.
- Strong research and information-gathering skills.
- Experience maintaining effective systems, databases, trackers, and administrative processes.
- Strong interpersonal and relationship management skills with the ability to work effectively across teams and cultures.
- Excellent attention to detail and commitment to maintaining high-quality records and documentation.
- Ability to manage sensitive information with discretion and confidentiality.
- Ability to work independently, take initiative, and identify opportunities for process improvement.

Desirable

- Strong analytical skills and confidence working with data, reports, and performance metrics.
- Experience supporting major donor, trust and foundation, or institutional fundraising programmes.
- Familiarity with donor compliance, grant management, and reporting requirements across international funding streams.
- Experience working in the human rights, media, justice, or international development sectors.
- Knowledge of monitoring, evaluation, and learning frameworks.
- Experience using fundraising CRM systems, project management tools, and knowledge management platforms.

- Proficiency in Microsoft 365

Appointment terms

Location: London, Nairobi preferred. Remote applicants will be considered.

Compensation: Salary is dependent on location. The equivalent of a UK salary range £44000-£48000 plus pension contribution will be converted according to location using ICSC scales.

All staff receive:

- A minimum of 28 days leave
- Counselling and mental health support
- Annual wellbeing days