



Fundraising Manager Job Description

Job Description – Fundraising Manager

Joshua Orphan and Community Care (joshuainmalawi.org.uk) supports community-driven sustainable development projects to assist orphans, vulnerable children, and their families in the rural and peri-urban Blantyre area.

We believe communities should have the resources and support to ensure that children can grow and develop free of hunger and with access to education and basic healthcare.

Role

Our current Fundraiser has been with us for 3 years and is now moving on, so we are looking for a self-motivated, personable, experienced individual to work one-two days a week to oversee and manage our current fundraising streams and develop new ones.

This is a varied role working across Trusts and Foundations to Community Fundraising. The ideal candidate will be enthusiastic, flexible, able to work independently and be able to respond to changing priorities. You will be expected to meet fundraising targets set by the UK Trustees.

This is a home based role on a self-employed basis. Ability to work flexible hours to suit, as long as application/reporting deadlines are met.

Deadline for applications: 31st January 2025

Interviews w/b: 3rd February via Zoom.

Start date w/b: 10th February (ideally).

Criteria

Essential experience

- Grants and Trusts fundraising
- Individual giving
- Fundraising appeals
- A track record of meeting targets
- Strong planning and organisational skills

- Good knowledge of Microsoft Office, Google, Mailchimp and web editing software.
- Excellent written and verbal communication skills.
- Managing online fundraising platforms (e.g. Give as You Live).

Desired experience

- Working with overseas in-country partners
- Website and social media management
- Community and digital/online fundraising
- Understanding or experience in education projects and/or early childhood development
- Database experience (ideally Salesforce)

Key Responsibilities

- Developing detailed funding applications and providing regular reporting to our current donors/grants/trusts and foundations
- Major and Individual donor – fundraising and relationship building
- Assisting with event planning
- Liaison with community groups (churches/schools/member organisations)
- Supporting individual fundraisers
- Social media – including running online fundraising appeals, updating website, blog, Facebook, Instagram and X
- Working with our in-country team in Malawi to develop project proposals, including budgets working with variable exchange rates

Other areas of responsibility

- Community fundraising and liaison – particularly with schools and churches
- Maintaining the charity's database
- Liaising and reporting to the UK Trustees
- Liaising with the team in Malawi

Reports to: Trustee in charge of fundraising

Pay: £95 per day (7.5 hours)

Days of work: 15 hours/2 days per week – although this has flexibility. The charity is flexible as to when this time is worked, as long as application and reporting deadlines are met.

Length and type of contract: This post is offered on a self-employed basis and the postholder is required to submit a timesheet and invoice for their time every month. The contract length is 12 months initially, but with the plan to extend.

Place of Work: Home-based, you will need access to Wi-Fi, laptop/computer and phone.

Other Benefits: Travel expenses for any work-related travel.

To apply Please send the following to julie@joshuainmalawi.org.uk :

1. Current CV (no more than two pages A4)
2. A letter of application demonstrating how you meet the Criteria
3. Contact details of two professional referees (NB these will not be contacted until you have given approval)