



TRANSFORMING LIVES IN ETHIOPIA

Ethiopiaid, PO BOX 5168, Bath BA1 0RR
Tel: 01225 476 385 | Website: www.ethiopiaid.org.uk
E-mail: support@ethiopiaid.org.uk
Registered Charity No. 802353 (England and Wales)
Company Limited By Guarantee. 2435882 (England and Wales)



EthiopiaidCharity



@ethiopiaiduk

Job Description

Role Title: Partnerships Fundraising Assistant

Location: Central Bath – 2 core days a week in the office with opportunity to work from home the remaining 3

Reporting to: Partnerships Manager:

Hours: Full time (40 hours per week, incl lunch)

Salary: £24,600

Annual leave: 27 days + UK public holidays

Contract length: Permanent (subject to probation)

Application deadline: Friday 18th October 2024 at 5pm

Start date: ASAP

Ethiopiaid is a small charity that makes a big impact in Ethiopia. Our approach is simple, and it works. Since 1989, we have partnered with local NGOs in Ethiopia to provide the funding they need to put their programmes into action.

The projects we fundraise for ranges from maternal health, education, and disability to opportunities for women and girls, ending harmful practices, palliative care, health and emergency & recovery work. We support our partners to strengthen their capacity and deliver locally led programmes to transform lives at a grassroots level.

Our dedicated and friendly team of nine staff are based in central Bath and we are seeking someone to join us in the Partnerships team to focus on growing income from trusts and foundations, support fundraising from high-net worth individuals, and provide administration support to our CEO.

Working with the Senior Partnerships Manager and Partnerships Manager you will focus on developing our small portfolio of existing trusts and foundations as well as prospects, support with delivering excellent stewardship and engagement, and lead on prospect research to attract and secure new funders.

As part of a small energetic team, you will also contribute to the growth of income from high-net worth individuals and the delivery of wider team objectives.

Admin support to the CEO	<p>*****</p> <ul style="list-style-type: none"> • Responsible for ensuring up to date contact details for all our Ethiopian partners on the Raisers Edge database. • Ensure the CEO's important contacts receive communications throughout the year e.g. Impact Report, updates, Christmas cards etc. • Board meetings - schedule quarterly meetings (both on and offline), distribution of the board pack, and minute taking. • Provide support with the planning and delivery of the Board awayday in 2025 and the bi-annual team awaydays. • Other administrative duties as requested
---------------------------------	---

Essential requirements:

- Excellent verbal and writing skills, with attention to detail and accuracy
- Good research skills, able to digest and summarise complex information into easy to communicate language
- Ability to work to deadlines and targets
- Able to manage multiple projects at the same time
- Competency in Raisers Edge database or a similar CRM platform and Microsoft Office
- Ability to work both independently and as part of a small team
- Willingness to be 'hands on' and take the initiative
- Flexibility to work occasional evenings/weekends (attending events, donor visits)
- Must live within easy commuting distance to our office in Bath.

Desirable requirements:

- Experience/ understanding of one of the following areas would be an advantage: Individual Giving, Grantmakers or Major Donor fundraising
- Donor stewardship experience

Whilst a degree is an advantage it is not a requirement for this role. We are seeking someone who can demonstrate an ability to write clearly and to a high standard, with good verbal communication skills, pays attention to detail, enjoys researching, is quick to learn and not afraid to ask questions.

Ethiopiaid Office Culture:

Our Bath office is close to main transport links, walking distance from local shops, cafes, and restaurants.

We have a small garden courtyard, space for those who wish to cycle in to store their bikes, on-site shower and changing facilities.

We are a professional, yet relaxed, office with a flexible work structure (core hours 9.30am to 3.30pm). The team are expected to work two days a week in the office, with an option to work flexibly on the other days from home if you can provide a suitable office set up.

As a small team, we have a warm and collaborative work environment with opportunities to develop your skillset in areas in - and outside of - your job role.

'I have truly enjoyed my time working at Ethiopiaid and have learnt so much, not just about fundraising but also about maintaining professionalism, managing my own workload and making my own informed decisions. The new experiences I had, such as public speaking and presenting ideas in the team calls, have pushed me to learn new approaches and techniques – I believe this has significantly boosted my confidence.'

- Ethiopiaid team member

Diversity & Inclusion:

Ethiopiaid is committed to equality and diversity in all its activities to promoting inclusive processes, practices, and culture. We strive to work to eliminate any unlawful or unfair discrimination including direct or indirect discrimination, discrimination by association, discrimination linked to a perceived characteristic, harassment and victimisation. We will continue to strive towards a culture that is diverse and inclusive that recognises and develops the potential of all staff and volunteers.

IMPORTANT POINTS TO NOTE

- This position is only open to those with the right to work in the UK.
- This role focuses on delivering income against fundraising targets and is not programme orientated.
- Applications received without a covering letter or a CV will not be considered.
- Interviews are anticipated to take place via Zoom in the first instance.
- We have the right to end the admissions process at any stage.

How to apply:

Apply by sending your CV and a covering letter explaining why you feel you are the right person for the role to anna@ethiopiaid.org.uk