

Fundraising Executive (Temporary May-Sep 2022) (possibility of extending)

Build It International is an established, high-impact development NGO guided by its mission and values: Excellence, Empowerment, Collaboration and Courage. We are proud of the effective approach that we have developed to training unemployed young adults in Zambia with practical skills to work their way out of poverty. The difference we make is evidenced by our annual Impact Study.

We pursue a personal approach to fundraising from our supporters as we develop loyalty and generous giving. At the moment, we are currently re-organising our Fundraising/Communications team including the appointment of a new position: Head of Fundraising.

In the meantime, this temporary post has been created to ensure that current fundraising activities continue. It may become permanent after the Head of Fundraising role has been filled. You will join a team of four in an office of eight staff.

Specific responsibilities:

Individual Supporters:

- Correspondence mainly by email - *ad hoc* and planned
- Input to monthly e-newsletter content and mailing
- Support CEO in dealings with major donors – preparing briefs / reports etc

Fundraising initiatives

- Prepare and submit Big Give application (June)
- Prepare funding proposals
- Administer B1G1 initiative
- Support Young Professionals Board
- Administration of Development Board meetings

Events - Progress the set up and promotion of:

- Golf Day (6th Sep)
- Annual Supporter Reception (Oct tbc)
- Velodrome and Zambia Cycle challenge in 2023

Key Relationships (internal and external)

- Reporting to CEO
- Working with Communications Officer and Head of Strategic Partnerships
- Fundraising advisors

Person Profile:

- Confident, well organised and able to work without close supervision – a completer finisher
- Comfortable talking to supporters on phone / in person
- Competent computer user specifically:
 - Customer Relations Management (CRM) Software (we use Salesforce)

- Mailing software (we use Campaign Monitor)
- Microsoft office incl. TEAMS
- Excellent written communication skills
- Good understanding of what we do and our values
- Experience of fundraising, marketing, customer relations experience an advantage.

Support you can expect:

- Comprehensive handover
- Workplan and task diary in place
- Training in Salesforce – and internal guidance notes
- Time from CEO and other colleagues
- Input from Fundraising Advisors

Outline Terms and Conditions

COVID-19 has taught us that we can be flexible on employee location and we offer hybrid working arrangements.

- Salary c. £25kp.a. *pro rota* depending on experience
- Contribution to personal pension
- Paid holidays
- Hybrid working - 50% time in Shrewsbury office
- Minimum 25 hours / week (negotiable)

To Apply

Please send your CV and a brief supporting statement (no more than two pages of A4) to: recruitment@builditinternational.org with 'Fundraiser' in the subject heading.

Deadline – send as soon you are ready. We will acknowledge and review applications as they arrive.