



JOB DESCRIPTION

Fundraising and Development Officer

Adsum Foundation

Reports to: Overseas Operation Manager/ Managing Director / Board of Trustees

Location: 4 Annadale Avenue, Belfast

Contract: Full time permanent, subject to enhanced Access NI clearance and six months probationary period.

Hours: 37.5 hours per week (Office based)

Additional hours may be required from time to time including working unsociable hours, evenings, and weekends as and when required.

Salary £22,000 - £28,000, commensurate with the skills and experience to the successful candidate.

Overtime payment is not applicable as this requirement is considered to be commensurate with the role.

Pension NEST Pension Scheme

Holidays The person appointed will be entitled to 32 days leave per annum inclusive of 11 statutory/ designated days.

Liases with: Partners and staff in Madagascar, Donors in Northern Ireland and internationally, Finance Administrator, Volunteers, Public, Board of Trustees Adsum Foundation.

Adsum Foundation

Adsum Foundation was established in 2008 with the goal of supporting people and communities in the developing world. Under the close stewardship of a small Trustee Board the charity has successfully invested in and developed several strategic partnerships with grassroots delivery organisations in Madagascar. Working collectively Adsum has enabled community led sustainable projects in education, health, access to water and sustainable livelihoods.



Achievements include:

- Construction of over 50 schools providing direct access to education for 12,000 children.
- Delivery of the Education for Life Programme promoting high levels of teaching practice, attendance & engagement in 48 schools.
- An adult literacy programme in 900 rural communities enabling 47,000 adults to acquire lifechanging literacy skills and providing sustainable employment for over 300 people.
- Provision of safe sustainable water access for over 50,000 people.
- Sustainable livelihood projects promoting alternative farming practices such as production of essential oils, forestry, and corn.

The Board of Trustees now seek an individual to build on these successes and expand the charity in accordance with the Trustees' ambitions.

The post holder will manage and enhance a portfolio of Irish & UK based and international donors, which will require regular contact and stewardship.

The post holder will maximise current activities, and seek out new fundraising opportunities, to enable Adsum Foundation's work to reach more people in Madagascar.

The post holder will be the primary fundraising contact and will develop an administrative and monitoring system to assist all Adsum Foundation projects.

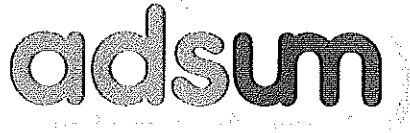
The post holder will have experience of raising funds, managing funding relationships with a range of donors.

The post holder will have experience of producing successful and high-quality proposals to a range of private and public bodies and companies and be comfortable communicating at senior level

The post holder will be capable of acquiring, comprehensive understanding of the work that Adsum Foundation delivers in Madagascar and using this knowledge it in the execution of their role

The post holder will have a commitment to the vision, mission, and values of Adsum Foundation.

Job Purpose



foundation

1. Identify and actively promote a fundraising strategy that will ensure Adsum Foundation can deliver on its business plan.
2. Identify, map, and prioritise funding opportunities for Adsum Foundation's work.
3. Develop and keep track of strategic funding priorities and opportunities for engagement.
4. Contribute to the strategy and delivery of the business plan for Adsum Foundation.
5. Establish processes and procedures for fundraising to ensure the smooth delivery of Adsum Foundation projects, recommend improvements and implement agreed changes.
6. Have key input in the development of an annual marketing plan which supports the work of Adsum Foundation and be integral to its successful delivery
7. Assist with recruitment and management of Adsum Foundation volunteers.
8. Protect the integrity of Adsum Foundation, and ensure legal, regulatory and governance compliance.
9. Professionally represent Adsum Foundation.

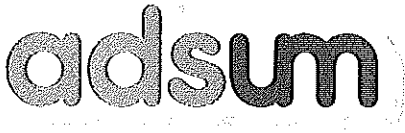
Key tasks

Fundraising

1. Develop a fundraising strategy to include corporate donors, individual donors, trusts & foundations, partnerships with schools, community groups, churches etcetera
2. Develop, identify, and include within the fundraising strategy means of establishing direct debit donors and legacy donors.
3. Engage with and develop fundraising opportunities for Adsum Foundation such as quiz events, bag packing, sponsored walks, family fun days etcetera
4. Be able to inform, counsel and liaise with donors, volunteers, and stakeholders. Establish a methodical record keeping system for fundraising, to include critical dates for applications, reporting etcetera.
5. Report monthly to the MD/ Board of Trustees in writing and in person.

Communication and Engagement

1. Promote interactions with all stakeholders that are respectful, enthusiastic, and honest.
2. Ensure that all donors, supporters and co-funders' are treated as valued partners.
3. Ensure that accurate records are established of key personnel within each donor organisation and arrange that they will have an assigned member of the Adsum Foundation team who will build and maintain a relationship with them.



foundation

4. Provide donors with appropriate literature, photos, and other marketing material to ensure that their efforts are recognised.
5. Ensure that all marketing and promotional material is in line with the aims of the Adsum Foundation.
6. Be a positive ambassador for Adsum Foundation and represent the organisation and Board of Trustees in the media, at events, workshops or any opportunities that will positively impact the work of Adsum Foundation.

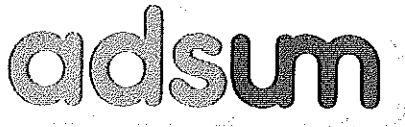
Marketing

1. Work collaboratively with the Adsum Foundation team to prepare, develop, and execute an annual marketing plan to raise awareness of Adsum Foundation, Madagascar and opportunities for potential donors.
2. Work proactively with the Adsum Foundation team to manage and evolve the operation of the website, development of effective marketing materials, creation of e-newsletters, delivery of workshops, production of educational material etcetera.
3. Continually contribute to the maintenance and ongoing expansion of Adsum Foundation's social media profile.

Delivery Partners and Projects

1. Develop, establish, and maintain an efficient administrative and monitoring system for fundraising.
2. Assist in ensuring that all projects run to agreed criteria in terms of budget, objectives, reports, annual reviews, and timelines.
3. Develop and operate an appropriate reporting system for funders/ donors/ project partners to ensure timely and informative submissions.
4. Ensure that any reporting system and formal communications used are fully transparent to the key donors/funders/project partners.
5. Be organised and date lead with proposal processes, including those with all colleagues from country programmes and partners.
6. Continually build good relationships with delivery partners and encourage strategic collaboration.

Strategy and Business Plan



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1. Be responsible for clear targets that are reviewed regularly to measure progress and identify support required.
2. Commit to engage in further personal training and development to ensure your ability to effectively carry out the role.
3. Assist in budgeting and monitoring of outgoings and expenses.
4. Ensure that funding records are accurately recorded and maintained.
5. Provide accurate monthly management accounts and realistic forward projections.

Volunteer Engagement

1. Work collaboratively with the Adsum Foundation to establish a volunteer strategy to recruit and retain volunteers.
2. Support, educate and work with Adsum Foundation volunteers.