

# Job Description

<b>Title:</b>	<b>Fundraising Manager (Maternity Cover)</b>
<b>Responsible to:</b>	Head of Strategic Partnerships
<b>Location</b>	Brussels, Belgium
<b>Responsible for</b>	People: No line management responsibilities Budget: TBC
<b>Key Working Relationships:</b>	Cross departmental working particularly with members of the Fundraising, Global Programmes and Membership teams. Direct working with senior stakeholders at Member Organisations and within grant giving organisations.

**\*This is a fixed term maternity cover contract role for 8 months**

## About Us:

Girl Guiding and Girl Scouting is the world's only movement for every girl and any girl because we believe that each of them deserves to be the best they can be. Free to make what they want from the Movement, girls learn by doing, make friends and have fun. In safe, local spaces, girls develop the skills and attitudes to change themselves, their communities and our world.

The World Association of Girl Guides and Girl Scouts (WAGGGS) keeps the global Movement thriving, united and growing.

This role operates within the context of a volunteer led global charitable organisation with 150 Member Organisations (MOs).

## Job Purpose:

This role will raise income for WAGGGS and Member Organisations from a range of grant givers including grant-making trusts and statutory resources including the European Union (mainly Erasmus+ programme) and European Youth Foundation of the Council of Europe.

The role also holds responsibility of applying for support to the World Foundation for Girl Guides and Girl Scouts and other funds within the Girl Guiding and Girl Scouting movement.

## Job Context

In this role, you will be responsible for generating voluntary income from grant-givers with a focus on those operating internationally. As a result, the role operates at a senior level, working with some of the organisation's most valuable stakeholders.

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The post holder will focus on building on existing relationships with WAGGGS' supporters and to develop relationships with charitable trusts and statutory funders whose giving criteria is aligned with WAGGGS vision and aims.

The role involves close working with other Fundraising colleagues to build strong relationships with donors and partners, delivering excellent supporter engagement. This will involve close collaboration with senior WAGGGS staff and volunteers

## Key Responsibilities:

1. To implement a strategy to identify, cultivate and secure support from grant giving organisations that match WAGGGS vision and aims, and that can deliver the income required for WAGGGS to fulfil its goals particularly within the Europe region
2. To manage a portfolio of organisations providing grants to WAGGGS, ensuring reporting requirements are met, and that stewardship plans build closer relationships and encourage further support.
3. To work with colleagues in the Global Programmes and Fundraising teams to develop funding propositions to grant-givers that deliver against WAGGGS strategic and European priorities while meeting partner expectations. Ensure the propositions submitted are deliverable, measurable, and accurately costed. Work with colleagues delivering funded propositions to ensure reports are produced to agreed timelines and that issues are effectively managed.
4. To support Member Organisations with fundraising from grant-giving bodies where appropriate, providing advice and support for proposal development, applications, and reporting. Build capacity for grant writing, providing advice and training according to needs.
5. To support the development of accurate income forecasts based on programme and partner knowledge, and to ensure accurate reporting to the Leadership Team and key stakeholders including volunteer committees. To monitor progress against targets and ensure personal income targets are met.
6. To manage WAGGGS grant relationships and applications to and from Canada Girl Guides and the World Foundation for Girl Guides and Girl Scouts. Ensure the submission of high scoring applications and that the reporting requirements of any subsequent grants are met in accordance with requirements.
7. To ensure data held on partners is compliant with data protection and other legal and regulatory frameworks. To identify risks and develop mitigating actions to ensure the organisation remains compliant in a rapidly changing environment.
8. Proactively support the Head of Strategic Partnerships to develop and foster a positive organisational culture demonstrated through our core values and behaviours, and work collaboratively with volunteers and colleagues across

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WAGGGS to ensure a joined up, coordinated approach that is focused on delivering strategic goals.

9. Represent the organisation and participate in external events to promote WAGGGS' interests, brand and mission, and to extend the influence and voice of the organisation and the wider movement.
10. Embrace the organisation's volunteer ethos, and work in a positive and collaborative way with international volunteers to maximise their contribution. Foster effective, transparent communications at all levels throughout WAGGGS to enable staff, volunteers and Member Organisations to have access to the information they need in a form that is appropriate to them, and that reflects the diversity of the organisation.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

# Person Specification

Area:	Essential:	Desirable:
<p><b>Qualifications &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Experience of grant-writing and fundraising from statutory sources (European Union grants) and/or charitable foundations. Demonstrable experience of securing high five figure/multi-year gifts.</li> <li>• Experience of working with volunteer fundraising committees/senior volunteers.</li> <li>• Experience of developing partner cultivation and stewardship plans, including experience of prospecting.</li> <li>• Experience of developing and delivering proposals, presentations and 'pitches'.</li> <li>• Experience of developing budgets and financial management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of fundraising for an INGO.</li> <li>• Experience of securing funding for international programmes.</li> </ul>
<p><b>Skills &amp; Knowledge:</b></p>	<ul style="list-style-type: none"> <li>• To be an excellent communicator, both orally and written.</li> <li>• Excellent proposal writing and report writing skills.</li> <li>• Confident liaising with donors, meeting prospective donors and persuading them to give.</li> <li>• To be able to develop good working relationships and rapport with individuals from a range of backgrounds and cultures.</li> <li>• To be able to work under pressure.</li> <li>• To have the capacity to apply innovative and practical problem</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of international development issues.</li> </ul>

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	<p>solving skills to the challenge at hand.</p> <ul style="list-style-type: none"> <li>To have knowledge of trends in grant-giving and of wider trends in the third sector.</li> <li>Excellent IT and Office skills.</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>Adaptability, flexibility and tenacity.</li> <li>Self-sufficiency and the ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>To have an interest in and a commitment for the issues affecting girls.</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>Ability and willingness to work out of hours and to travel.</li> </ul>	
<b>Working for WAGGGS:</b>	<ul style="list-style-type: none"> <li>Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional.</li> <li>A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background.</li> </ul>	

## Special Notes:

***Must have the right to live and work in Belgium***