

Job Description

- Role Title:** Partnerships Assistant
2 year fixed term contract (potential to extend/ become permanent)
- Location:** Central Bath
- Reporting to:** Partnerships Fundraising Manager
- Salary:** £21,700 p.a. / 25 days holiday allowance
- Hours:** Full time (37.5 hours per week)

Ethiopiaid is based in central Bath and generates income to fund partner organisations in Ethiopia, primarily in Addis Ababa and the surrounding area.

We support projects ranging from maternal health, FGM and women's rights, to education, disability and the elderly. It is our aim to see an Ethiopia without preventable poverty, in which every person enjoys the right to quality education, healthcare and a life of dignity.

In 2018 our income reached in excess of £2.6m, primarily through the support of individuals via our direct appeals, grantmakers and legacies and we are expanding our plans to continue to grow and diversify our income in the coming years. It is an exciting time to be joining Ethiopiaid as we look to the future.

Outline and Purpose of Role

You will work with the Partnerships Manager to ensure that existing income streams are maintained whilst seeking new opportunities to develop income from charitable trusts and major donors.

We are seeking someone with strong administrative skills and excellent writing abilities to work closely with the Partnerships Manager to grow our portfolio of partnerships.

To be successful, you will have an interest in international development and proven experience of researching, approaching and cultivating trusts and/ or major donors. You must be a team player and highly organised, able to manage multiple projects, spot opportunities and experienced in writing copy to a high standard.

This is a new role in a small but very effective team at Ethiopiaid. For the right candidate this is a great opportunity to make the role your own, have an immediate impact in the team and develop your fundraising skills further.

You will support the Partnerships Manager with the following:

Charitable Trusts and Foundations

- Research and identify new charitable trusts and foundations (private and corporate)
- Prepare quality written proposals to achieve fundraising targets
- Manage the grant cycle for existing Trust donors giving £1,000-£5,000 (grant reporting, new applications, touch-points and communication preferences)
- Cultivating relationships with Trustees and Administrators where appropriate

Major Donors

- Identifying prospects from our existing pool of supporters

- Supporting colleagues to uplift existing donors and secure support from new major donors
- Supporting the CEO and Partnerships Manager with the nurturing of prospect and major donor relationships
- Supporting the team to identify opportunities to develop new networks of significant supporters through prospect research.

Raisers Edge

- Ensure accurate record keeping of all canvassed donors and prospects, ensuring compliance with GDPR and donor's communication preferences.
- Working with the team to maintain a 'clean' and comprehensive database
- Ensure Gift Aid declarations for Major Donors/Major Donor Prospects are current and compliant.

Donor care

- Delivering excellent donor care at all times
- Ensure accurate and timely communications with donors, including bespoke correspondence and mailings

Essential

- Good knowledge and understanding of Microsoft Office
- Excellent written and verbal communication skills
- Attention to detail
- Proven ability to manage relationships and work with a range of people
- Able to work independently and as part of a team

Desirable

- Experience of International Development
- Experience of Major Donor fundraising

This role is based in our small but friendly team in central Bath, Monday to Friday. Normal office hours are 9am to 5pm but for the right candidate we can offer some flexible hours. The role is initially offered on a 2 year contract with the potential to become permanent.

The successful post holder may have the opportunity to visit Ethiopia. Please visit our website - www.ethiopiaid.org.uk - for more information about the partners we support in Ethiopia.

To apply please email a covering letter explaining why you believe you are the Partnerships Assistant for us together with your CV to Lisa Cousins, CEO at Lisa@ethiopiaid.org.uk

Deadline for applications is midnight on Friday 22 February 2019. Interviews will be held in Bath on Tuesday 5th or Wednesday 6th March 2019.