

Action for Children in Conflict - Fundraising Officer

Action for Children in Conflict (AfCiC) is seeking a professional fundraiser to help transform the lives of street & other acutely vulnerable children living in Thika, Kenya through effective trust, corporate and community fundraising activities.

Who are we? AfCiC is a small UK Charity working in Thika District, Kenya. We are small, locally staffed, needs focused and results driven. We deliver holistic care to the most vulnerable children in Thika: street children. We ensure that they and their families are able to access educational and economic opportunities to enable them to live positive, safe lives. We have reduced the street children population in Thika by over 60% since 2004 (2009 Census). We know our programmes work, we want to expand and reach out to new children in crisis –to achieve this more financial support is essential.

What are we looking for? AfCiC is looking for a dynamic, creative and passionate individual, with a strong record of fundraising, who is looking for an organisation that delivers on the ground, is pro-active, energetic and willing to try new ideas in our mission to equip children in crisis with the tools & knowledge to change their lives for the better.

As a small organisation, committed to ensuring that the funds we raise are delivered to our projects on the ground in Kenya, there is substantial scope for creativity in the role. In addition to office based work, it is expected that you will be organising presentations, events, attending meetings for the organisation and an annual field visit to Kenya.

What will the job involve?

- Developing & implementing AfCiC's Fundraising Strategy (including our corporate fundraising work, trusts & grants work & community fundraising)
- Researching & submitting funding proposals & applications to Trusts & Grant Making Bodies, (in consultation with the Director)
- Creating & implementing a Donor Development Strategy for AfCiC (in consultation with the Director & Trustees)
- Creating & distributing effective communication materials for the organisation - including regular information for our 4 Charity Shops, producing new leaflets, updating our website and engaging in multi-media to bringing our supporters closer to the organisation
- Organising 2 AfCiC fundraising events per year, alongside encouraging and supporting AfCiC supporter's fundraising events and the fundraising activities/events of the AfCiC volunteering committee
- Writing donor reports in a timely fashion & ensuring regular correspondence and communications with all our UK supporters
- Organising & attending meetings with Trusts, Corporates' & Schools
- Recruiting & supervising fundraising volunteers in the UK Office
- Providing written fundraising reports for the Trustees on a quarterly basis

What skills & experience are you looking for?

Essential

- Experience developing & implementing fundraising strategies
- 2 years experience in writing successful funding proposals
- 2 years experience in corporate fundraising
- 1 year experience in community fundraising
- Excellent written & spoken English communication skills
- Excellent presentation skills
- Excellent networking skills

- Passion for the rights of vulnerable children
- Creative & innovative
- Able to meet deadlines in a timely fashion
- Excellent organisational skills
- Confident, assertive & self-managing
- Experience in developing communication materials – leaflets, website editing etc..

Desirable

- Experience supervising volunteers
- Fluency (written & spoken) in another language
- Experience in University fundraising
- Experience volunteering/ living in Africa
- Experience in multi-media (i.e. video editing & production)

What salary are you offering?

£20,000-£24,000 salary gross per annum (depending on experience)

How can I apply?

Please send your CV and a detailed covering letter explaining why you would like to work for AfCiC and how you meet the person specification to:

Email: maria@actionchildren.org
Post: Action for Children in Conflict, Victoria House, 10 Broad Street, Abingdon, OX14 3LH
Deadline: Tuesday 22nd March, 5pm

Further Information?

Visit our website: www.actionchildren.org
Email: maria@actionchildren.org
Telephone: 01235 539319/ 07733882613