VACANCY: Programme Development/Fundraising Manager

Introduction
The Global Campaign for Education (GCE) founded in 1999, is a global civil society movement working to end the education crisis. GCE members bring together civil society organisations, NGOs, teacher unions, child rights activists, parents’ associations, young people and community organisations who work together in coalition in nearly 100 countries. GCE promotes education as a basic human right, mobilises the public to put pressure on governments and the international community to fulfil their promises to provide free, compulsory, high quality public education for all.

Short description
The Global Campaign for Education (GCE) is seeking to recruit for the following position/s: Programme Development/Fundraising Manager

Job purpose: Responsible for driving the resource mobilization process to secure and manage significant income from a diverse range of donors, such as governments, international organisations, multi-donor funds, and large trusts and foundations that operate grants in a similar way to recognised institutions.

Location: Anywhere globally within GCE’s regions
Reporting to: Global Coordinator
Employment Type: 12 months Fixed-term contract with possibility of renewal
Application closing date: 30th June 2020

Duties and Responsibilities:

Fundraising
- Grow and sustain institutional income in line with GCE’s resource mobilization strategy.
- Plan and coordinate funding approaches, working closely with the Global Coordinator and Board members as required to develop high quality funding applications. This includes developing budgets, log frames and theory of change in accordance with funder guidelines.
- Research, identify and plan approaches to new institutional funding opportunities for GCE.
- Work closely with other staff to ensure understanding of any implications, risks and opportunities of institutional funding applications/awards.
- Remain abreast of institutional donor trends in line with global development goals and share knowledge as appropriate across the organisation.
- Represent GCE at networks and forums relevant to institutional funding and funders.

Grant Management
- Work with other staff to develop and ensure monitoring and evaluation systems and procedures for awarded grants.
- Ensure reporting requirements for all institutional donors are met and reports are completed to deadlines.
- Lead on institutional donor grant agreement/contract negotiations and compliance.
- Ensure all relevant team members are fully briefed on the terms and conditions of donor grant agreements/contracts, including key deadlines.
- Manage due diligence processes, facilitate donor audits and coordinate with the Monitoring and Evaluation Manager on external evaluations.
- Develop and manage a system for maintaining all contacts, information and deadlines for each grant award and new fundraising opportunity.
Qualifications and Experience:

- Bachelor’s degree in PR, Fundraising, or related field (preferably a Master’s degree)
- At least seven (7) years’ progressive experience in a similar position with a successful track record, knowledge and experience in the various forms of fundraising.
- Experience and ability to write proposals.
- Experience in working for global networks or international organization
- Knowledge and experience in monitoring and evaluations, including developing theories of change and logical framework.
- Proven skills in communication, networking, strategic thinking, negotiation and the ability to manage relationships with funders.
- Proven ability to conceptualize, plan and execute ideas.
- Knowledge in budgeting and financial reporting.
- Experience in grants and project management.

Skills and Key Competencies:

- A commitment to GCE’s core values, principles and mission to promote the right to education.
- Knowledge of current fundraising practices and strategies within civil society organisations.
- Excellent presentation skills and the ability to express clearly and concisely ideas and concepts in written and verbal form. Have excellent interpersonal skills over email, by phone and in person.
- An understanding of grassroots civil society activism, especially networks and the ability to motivate and engage funders.
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies.
- Flueney in written and spoken English and strong writing and communication skills; and competency in one or more of GCE’s other official languages - Spanish, Arabic, Portuguese, French with be an added advantage.
- Ability to work within tight deadlines, deliver on time and to prioritize a complex workload.
- Self-starter, autonomous and able to manage own workload efficiently.

Application process

For further information on GCE, please visit our website: www.campaignforeducation.org/. To apply for this position, please submit your application letter and a CV (2 pages maximum), including at least two references, to jobs@campaignforeducation.org on or before the closing date 30th June 2020. Please indicate the job title you are applying for in the subject line of the email.

- GCE is an equal opportunity organisation and everyone is encouraged to apply.
- Please note that due to high volumes of applications that we receive, only complete applications will be considered and only shortlisted candidates will be contacted.
- GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.