



Promoting fair and effective criminal justice

JOB DESCRIPTION

Job title: Fundraising (Statutory and Trusts) and Communications Coordinator
Responsible to: Executive Director
Location: London, ideally
Hours of Work: 35 hours per week
Contract type: Full-time, permanent
Salary: £34,225

MAIN PURPOSE OF THE JOB

Fundraising

- Develop proposals and applications, as well as reports to donors, and coordinate throughout the organisation submission of applications and reports to donors
- Proactively research, identify and pursue new fundraising opportunities
- Support the Executive Director in organisational fundraising, especially in drafting concept notes, proposals and reporting to donors
- Maintain the organisational accounts on key donor portals, and maintain fundraising records through Donorfy CRM
- Have responsibility for reporting on income targets against the pipeline and funding plans
- Act as a point of contact for potential and existing donors

Communications

- Coordinate communications throughout the organisation on PRI's various channels, including the regional ones
 - Manage and produce content for the organisation's website and social media, and develop communication tools such as audio-visual material
 - Coordinate PRI's publications, including editing and proof-reading
 - Key role in the external dissemination of PRI's publications and in facilitating the sharing of information across PRI offices
 - Contribute to the development and delivery of projects, in particular with regard to communication strategy, planning and delivery of publications and external communication, and act as a point of contact for external enquiries
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KEY ACCOUNTABILITIES

Fundraising and donor reporting

- 1) Research funding opportunities from bilateral and multilateral institutional donors, trusts and foundations, and other potential new sources of funding
- 2) Coordinate fundraising efforts throughout the organisation as to ensure an overview of donor outreach and approval process within the organisation, support regional offices as appropriate to ensure high quality proposals are submitted to potential donors, and prepare progress reports on fundraising efforts

- 3) Keep an overview of reporting deadlines and support regional offices as appropriate to ensure high quality reports are submitted to donors
- 4) Maintain and develop relationships with relevant donors and act as a point of contact for such donors, including through maintaining organisational profiles on key donor platforms and maintain the organisational database of donor contacts
- 5) Support the Executive Director developing the organisation's fundraising strategy and in undertaking institutional fundraising, including by establishing contacts with potential donors, organising meetings with donors, scoping for potential opportunities for PRI to gain visibility with donors and by drafting concept notes, proposals and reports as required
- 6) Carry out any other reasonable duties commensurate with the general level of responsibility of the post
- 7) Supervise a fundraising intern

External and internal communications

- 8) Manage and maintain PRI's website, ensuring regular updates and new content and contributing to its continued development and improvement, including through monthly external expert blogs, social media and the use of feed-back tools
- 9) Coordinate upcoming communication with PRI's regional offices and contribute to build harmony throughout the organisation's social media channels
- 10) Manage production of publications and tools, operate social media tools and develop and commission audio-visual material, including coordination of external proof-reading, translation, type-setting and printing
- 11) Support planning of publications, edit and proof-read draft publications of PRI, and contribute to the effective dissemination of publications and other material
- 12) Produce PRI's presentation materials, such as newsletters, presentation flyers, annual reports, and other relevant material, and coordinate with regional offices the production of such materials
- 13) Act as a point of contact for external enquiries about PRI's work and respond to external queries, manage PRI's contacts database, respond to media queries, liaising with the Executive Director and relevant other senior staff members
- 14) Develop internal communications tools in order to increase contact between staff from various offices, especially through online communication methods, such as WhatsApp groups, Yammer, and other appropriate channels, and support staff in updating, maintaining and accessing PRI's Microsoft Office 365 joint platforms
- 15) Support the Executive Director in developing further PRI's communications strategy, in growing PRI's outreach to its constituency, in ensuring compliance with PRI's Corporate Identity and House Style throughout the organisation, and in building a harmonious external visibility of PRI
- 16) Supervise a communications intern

PERSON SPECIFICATION

Fundraising (Statutory and trusts) and Communications Coordinator

Experience	
Essential	Desirable
Experience of researching fundraising trends and opportunities (internationally)	Working in an international NGO
Track record of drafting successful multi-stage and complex (multi-year) fundraising proposals at a six-figure level	Working with institutional donors including the EU and non-governmental donors
Experience in managing applications through donor portals	Developing complex proposals on a topic such as criminal justice/human rights/international development
Experience of coordinating proposals with multiple stakeholders	Donor relationship management
Writing and managing content for websites and using social media in a business context	Basic journalistic experience (writing press releases, articles and dealing with media enquiries)
Experience of working in a multicultural team located in multiple offices	Work experience in a region in which PRI is active
	Educated to degree level or equivalent in a relevant field, or experience to be considered equivalent
Skills/Abilities/Knowledge	
Essential	Desirable
Strong interest in human rights	Knowledge of criminal justice related issues, penal reform and developments in countries in which PRI is active
Knowledge of the international statutory donor and trust fundraising landscape	Ability to produce reports with graphics and analytical graphs
Familiarity with project planning and monitoring approaches and concepts	Confidence and ability to represent the organisation at donor or partner meetings
Excellent working knowledge of Microsoft Office and good knowledge of information management, and using a fundraising CRM system such as Donorfy	Written and communication skills in another language of a region in which PRI is active
Excellent writing, editing and verbal communication skills in English	Supervision of interns
Ability to coordinate multi-location initiatives	
Ability to understand and review outcome/activity-based budgets	
Excellent organisational and time management skills	
Personal Qualities	
Essential	Desirable
Commitment to PRI's mission and objectives	Drive to coordinate colleagues at all levels
Commitment to PRI's Diversity & Equalities Policy	Willingness to take initiative and grow your own portfolio
Excellent inter-personal qualities, tact and patience	
Creativity and innovative thinking	

Other Contractual Requirements**Essential****Desirable**

Able to work occasionally out of normal 9-5 hours including at weekends

Unlimited legal right to work in the UK

February 2019