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JOB DESCRIPTION

Job title: Fundraising Assistant
Responsible to: Strategy and Impact Manager
Location: London
Hours of work: 28 hours per week
Contract type: 12-month fixed-term contract
Salary: £27,351 to £31,696 (pro rata) depending on experience

MAIN PURPOSE OF THE JOB

- Support the Strategy and Impact Manager in the development of concept notes, proposals, applications and reports to donors, and coordinate throughout the organisation the submission of applications and reports to donors
- Research, identify and pursue new fundraising opportunities
- Maintain the organisational accounts on key donor portals, and maintain fundraising records through Donorfy CRM
- Maintain PRI's contact database and prepare and disseminate its newsletters

KEY ACCOUNTABILITIES

- 1) Research funding opportunities from bilateral and multilateral institutional donors, trusts and foundations, and other potential new sources of funding, and maintain a mapping of donors including through maintaining organisational profiles on key donor platforms and maintain the organisational database of donor contacts
- 2) Coordinate fundraising efforts throughout the organisation and ensure an overview of the donor outreach and approval process within the organisation, including keeping an overview of proposal submission and reporting deadlines, and preparing progress reports on fundraising efforts
- 3) Work closely with programme teams, partner organisations, external consultants and management in PRI's head office and in the regional offices to ensure all project proposals and reports are of a high quality, meet donor requirements and PRI's own requirements for approval, including some sense-checking and flagging potential issues with the Strategy and Impact Manager
- 4) Support the Strategy and Impact Manager in undertaking institutional fundraising, including researching donor contacts, 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
- 5) Maintain and update PRI's contact databases and ensure that PRI is set up to receive donations, gifts and legacies from individuals

- 6) Regularly inform donors of PRI's developments, activities, and its impact including sending invitations to events, sending our latest publications, etc.
- 7) Research, draft and disseminate monthly PRI newsletters
- 8) Carry out any other reasonable duties commensurate with the general level of responsibility of the post

All of the above tasks will be carried out under the guidance of the Strategy and Impact Manager.

Drafted August 2019

PERSON SPECIFICATION

Fundraising Assistant

| Experience | |
|---|---|
| Essential | Desirable |
| Experience of researching fundraising opportunities | Working in an international NGO |
| Experience of coordinating complex projects with multiple stakeholders | Working with institutional donors including the EU and non-governmental donors |
| Experience working in a multicultural team | Developing proposals on criminal justice, human rights, international development |
| Familiarity with donor relationship management | 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 | Experience in managing applications through donor portals |
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| 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 |
| Excellent working knowledge of MS Office and good knowledge of information management, including use of databases | Knowledge of the international statutory donor and trust fundraising landscape |
| Strong written and verbal communication skills in English, with attention to detail and grammar | Ability to produce reports with graphics and analytical graphs |
| Excellent organisational and time management skills and ability to meet deadlines | Knowledge of another language of a region in which PRI is active |
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| Personal Qualities | |
| Essential | Desirable |
| Commitment to PRI's mission and objectives | |
| Flexibility and ability to manage a demanding workload | |
| Excellent interpersonal skills | |
| Strong team player | |
| Creativity and innovative thinking | |
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| Other Contractual Requirements | |
| Essential | Desirable |
| Able to work occasionally out of normal 09.00-17.00 hours including at weekends | |
| Unlimited legal right to work in the UK | |

August 2019