



Job description

Job title: Head of Fundraising and Development

Manager: Executive Director

Contract: Part-time (2-4 days per week)

Salary: Up to £50,000 pro rata, negotiable and dependent on experience

Location: London, UK or remote

Background and job purpose

An exciting opportunity to become the first Head of Fundraising and Development of ALQST for Human Rights, an award-winning independent NGO established in 2014 that works to defend and promote human rights in Saudi Arabia and the Gulf. We conduct on-the-ground research, engage in international advocacy, and campaign on behalf of victims of human rights abuses.

Reporting to the Executive Director, and working closely with our small and dynamic team, you will be responsible for initiating and leading our fundraising strategy in order to maximise donor engagement and funding opportunities.

We are seeking to recruit a Fundraising and Development Manager who will raise income from trusts and foundations, diversifying our portfolio of institutional support and enhancing our financial resources.

You will manage a portfolio of trust and foundations relationships and will develop strong partnerships with funders, working collaboratively across the organisation to develop proposals for new projects and core support, playing a key role at an exciting time of growth for the organisation.

Responsibilities

- Devise and implement a fundraising strategy, that delivers on agreed short and long-term income targets
- Review and maintain our funding from grant-giving trusts and foundations, and identify new grant opportunities

- Manage grant writing, liaising closely with colleagues, to develop strong applications and proposals on deadline for new projects and core support
- Explore and develop new fundraising opportunities from trusts and foundations, diversifying our portfolio of institutional support
- Manage a portfolio of donor relationships and develop strong partnerships with funders, maintaining regular correspondence
- Generate donor communications, including newsletters and reports

Skills

- Experience in developing long term plans for fundraising, ideally in the NGO sector
- Experience of securing major gifts from trusts and foundations
- Experience of writing compelling funding applications
- Understanding of monitoring and evaluation processes needed for funding applications
- Excellent communication and writing skills, and the ability to interact with a range of stakeholders
- Proficiency with online media tools for communication
- Demonstrated ability to work in a fast-paced environment, handling several projects at one time
- Knowledge and experience of Saudi Arabia and the Gulf region is desirable
- Being able to speak and read Arabic is desirable