
Job Description

Job Title:	Fundraising Coordinator
Job Level:	Programme Coordinator
Line manager:	Partnerships and Business Development Manager
Location:	Flexible
Salary:	£27,000 - £35,000 dependent on experience and location

Overall Purpose

Located in the Business Development Team, the Fundraising Coordinator will play a key role supporting the business development and fundraising team and activities, and also supporting organizational communications.

Key Responsibilities

In close coordination with the Partnerships and Business Development manager and other staff the Fundraising Coordinator will:

Business Development

- Maintain and develop our Microsoft Dynamics CRM for funders, partners, associates, and opportunity pipeline, and Microsoft SharePoint knowledge base on funders, opportunities, and proposals.
- Lead on opportunity prospecting: maintain and develop the list of funders and funding databases which publish opportunities for which INASP could bid; search those weekly and distil those which might be worth pursuing into and then manage the triage and subsequent opportunity development process.
- Support campaigns including sending mailings, managing, and dealing with queries and triaging responses leading to new business, and engaging with supporters.
- Provide administrative support to bids when required e.g., gathering contributions for staff, partners and associates, preparing CVs, compiling due diligence documents etc.
- Continuously gather and assimilating knowledge on funders who have or who might fund INASP work.

Communications

- Help to develop and format communication products to support business development activities, e.g., brochures and flyers describing INASP capacity or offers of services, including MOOC sponsorship.
- Maintain business development / fundraising elements and functions on the website e.g., donations pages/web updates related to Business Development etc.
- Support the production and publication of other organizational communication products e.g., general information pages on the website, external newsletters and the annual review and social media

General

- Ensure you understand roles, responsibilities, and lines of accountability within a matrix management model
- Work flexibility across the team where required
- Work closely with INASP staff and other partners to ensure learning is captured and shared internally and externally
- Ensure INASP's values (in it together; making change last; every voice counts; doing things right) are reflected in your work
- Respect INASP's commitment to promoting equality and diversity and addressing the needs of both men and women across all of our work
- Any other responsibilities as may reasonably be required from time to time

NOTE: The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.