



JOB OPPORTUNITY

Fundraising Manager

Job Summary

This is an exciting opportunity for a dynamic and motivated fundraiser to play a pivotal role in the growth of Link To Progress, a leading organization working in the fields of WASH, Education and Health. Link To Progress (LTP) is a Dutch founded Development Organization providing community development services to needy communities in Uganda. The organization has been working in Uganda since 2009 and currently implementing WASH and education projects in Northern Uganda districts of Oyam, Kole, and Nwoya with Regional Offices in Lira and Country Office in Kampala.

Link to Progress is seeking a dedicated and capable fundraiser with proven track record in raising funds in the international development fields. The post holder will be responsible for developing and delivering on the overall fundraising strategy, supplementing the existing grant funding with unrestricted funding from individual sponsors, foundations, corporate bodies, grant makers and other sources in Uganda as well as internationally. The fundraising manager will be responsible for developing a diverse funding range of sustainable funding streams to support and expand the works of Link to Progress in Uganda, working in collaboration with the Country Manager, Program Manager, Finance and Administration Manager and Board of Directors. This individual will also be responsible for developing LTP's communication and media profile at both national and international level.

Post and remuneration: This post will initially be part time on a consultancy basis, working for 3 days a week for 1 year with the aim of becoming a full-time, permanent post, based on the performance and success of the fundraiser. Relevant travel expenses will also be covered by LTP as the post may also require some travel within the country as well as overseas travel to liaise with partners and foundations in Africa and Europe.

Job Location: The post will be based in Kampala office and shall involve occasional travels to the fields especially Lira Field offices, and also working remotely with occasional meetings via skype, telephone and emails with country manager, board of directors in the Netherlands and Uganda.

Lines of Reporting: The Fundraising Manager reports to the Country Manager and the Board of Directors on progress against strategic fundraising targets. He/she is part of the management team consisting of the Country Manager, the Program Manager, and Finance and Administration Manager.

A. Fundraising

- i. Secure adequate funding for the operation and expansion of Link To Progress
- ii. Build a sound base of new donors/partners for Link To Progress.
- iii. Support development of a comprehensive and coherent fundraising strategy for Link To Progress
- iv. Lead the development of funding proposal to international funders and foundations in Europe and Africa in collaboration with LTP management and Board of Directors
- v. Lead fundraising campaign and assist all team in planning, writing and editing funding proposals



- vi. Carry out prospect research and ensuring an up-to-date data that captures all proposal submissions, grant funded projects, all donors, and individual sponsors in relevant database and filing systems
- vii. Initiate contacts with prospects and carry out visits\
- viii. Develop and maintain communication materials for supporters, partners, and funders; newsletters, brochures, presentations, websites, etc

B. Managing strong strategic relations with donors and partners

- i. Develop and deepen existing donor relationships, ensuring that the organization maintains effective communications with our donors and in-country partners.
- ii. Keep the organization up-to-date on changing donor priorities and ensure that new funding opportunities are identified and shared with the team in a timely manner,
- iii. Work closely with information Technology department and others across the organization increase our profile, through quarterly newsletters sharing with supporters, partners and funders
- iv. Participate in representing LTP at meetings with Donors and external forums and events

C. Donor Reporting

- i. Coordinate cross-program donor reporting arrangement, and taking lead in ensuring that donor reports is accurate, transparent and timely.
- ii. Lead communication with key donors and funders with the aim of cultivating, growing and sustaining long term funding and collaboration.

D. Strategic Governance

- i. Play a crucial role in shaping the future direction and growth of Link To Progress through inputs into the board meetings and the organizational strategic plans
- ii. Take ownership of LTP growth and funding, reporting to the Board of Directors on progress against fundraising targets.

E. Administrative Roles

- i. Create a reporting system together with Program
- ii. Follow up finance related information for updates and reporting
- iii. Update constitution in consultation with the Board
- iv. Follow up the statutory requirements for LTP such as Tax certification, new permit follow up among others.
- v. Making an overview of responsibilities and job descriptions of the LTP team

Qualification and Experience

- a. Educated to Degree level. Masters or Postgraduate Diploma in field related to resource mobilization is an added advantage
- b. Previous experience providing technical assistance and developing successful proposals for external donor funding is required.
- c. A strong track record of securing funding for charity or NGO activities from a variety of funding streams preferably in WASH, Education or health and Nutrition in Uganda as well as abroad.
- d. Experience and skills in networking and relations with donors, peer organizations, and civil society partners and understanding of partnership principles.



- e. Experience in developing fundraising communication materials like presentations, brochures, websites, etc
- f. Experience in adequate donor reporting
- g. Demonstrated knowledge of fundraising dynamics and best practices
- h. Proficient in MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, knowledge-sharing networks.

Essential personal Qualities

- a. Excellent planning, time management and organizational abilities
- b. Highly motivated individual and able to work independently to agreed goals and targets and take ownership of the overall fundraising program of Link To Progress
- c. Excellent networking and relationship building skills
- d. Excellent communication and interpersonal skills
- e. Ability to work effectively as part of a small close-knit team
- f. Sensitivity to differences in culture and nationality and ability to work closely colleagues from different backgrounds
- g. Able to work under pressure, meeting key project and reporting deadlines
- h. Willingness to travel occasionally within, across border and overseas for fundraising events

Application procedure:

Candidates with demonstrated experience in fundraising and required skills and qualifications are invited to submit only soft copies of their cover letter and updated curriculum vitae, addressed to:

The Country Manager

Link To Progress

P.O Box 71881-Kampala.

Submit your application through the email addresses below

tom@linktoprogress.org and copy jjotaijust@gmail.com

The deadline is Friday 26th April 2019 at 4:00pm.

Only the most suitable candidates will be informed and invited for further engagements.