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| **Title:** | **Fundraising Manager** | |
| **Responsible to:** | Head of Europe Region | |
| **Location** | Brussels, Belgium | |
| **Responsible for** | People: | N/A |
| Budget: | N/A |
| **Key Working Relationships:** | Fundraising team, cross-departmental working particularly with members of the Advocacy, Global Programmes and Membership teams.  Direct working with senior stakeholders at Member Organisations and within grant giving organisations. Europe Regional Committee, regional volunteers. European Institutions; youth organisations and networks; civil society organisations; Member Organisations in Europe | |

*\*Part Time position: 21 hour per week*

**About Us:**

There are over a billion girls in the world. Girl Guiding and Girl Scouting is the space they need to be the best they can be.

For over 100 years, WAGGGS has been the only global movement geared entirely towards every girl and any girl. In places local to them – safe from judgment, stereotyping and violence – girls learn by doing, making friends and having fun

WAGGGS and its Member Organisations give girls the chance girls to reach their full potential. They become happy and adventurous individuals, with the skills and attitudes, which are changing their community and their world

Girl Guiding creates connected generations of capable, fair and daring girls

**Job Purpose:**

The primary purpose of this role is raise income for WAGGGS and Member Organisations from a range of grant givers including grant-making trusts and statutory resources, including existing relationships with such bodies as the European Union (mainly Eramus+ programme\_ and European Youth Foundation of the Council of Europe.

You will be responsible for generating voluntary income from grant-givers with a focus on those operating internationally. As a result, the role operates at a senior level, working with some of the organisation’s most valuable stakeholders, both staff and senior volunteers.

The Fundraising Manager will work in close collaboration with Fundraising colleagues, Head of Europe Region and the WAGGGS Europe Regional Committee to deliver excellent supporter engagement by both managing existing donor relationships and developing new relationships with new charitable trusts and statutory funders whose giving criteria is aligned with WAGGGS vision and aims, (particularly the strategic objectives within the Europe region).

**Key Responsibilities:**

1. To support the wider team to identify, cultivate and secure support from grant giving organisations that match WAGGGS vision and aims, and that can deliver the income required for WAGGGS to fulfil its goals particularly within the Europe region. Proactively support other members of the staff and volunteer team to develop and foster a positive organisational culture demonstrated through our core values and behaviours, and work collaboratively with volunteers and colleagues across WAGGGS to ensure a joined up, coordinated approach that is focused on delivering against strategic goals.
2. To manage a portfolio of organisations providing grants to WAGGGS, ensuring reporting requirements are met, and that stewardship plans build closer relationships and encourage further support. To also ensure that all required stakeholders are advised well in advance on their needed involvement in such reporting and all fundraising decision making processes are adhered to
3. To collaborate with colleagues in the Global Programmes and Fundraising teams to develop funding propositions to grant-givers that deliver against WAGGGS strategic and European priorities while meeting partner expectations. Ensure the propositions submitted are deliverable, measurable, and accurately costed. Work alongside colleagues delivering funded propositions to ensure reports are produced to agreed timelines and any issues and processes are effectively managed.
4. Where appropriate and applicable, support Member Organisations with their own fundraising efforts from grant-giving bodies, providing advice and support for funding applications, and reporting. Build capacity for grant writing, providing advice and training according to needs.
5. To support the development of accurate income forecasts for the grant giving organisations that this role will manage based on programme and partner knowledge. Ensure accurate reporting to the Head of Region and key stakeholders including the Europe Regional committee.
6. To ensure data held on partners is compliant with data protection and other legal and regulatory frameworks. To identify risks and develop mitigating actions to ensure the organisation remains compliant in a rapidly changing environment.
7. Represent the organisation and participate in external events to promote WAGGGS’ interests, brand and mission, and to extend the influence and voice of the organisation and the wider movement.
8. Embrace the organisation’s volunteer ethos, and work in a positive and collaborative way with international volunteers to maximise their contribution. Foster effective, transparent communications at all levels throughout WAGGGS to enable staff, volunteers and Member Organisations to have access to the information they need in a form that is appropriate to them, and that reflects the diversity of the organisation.
9. To actively participate in regular department and team meetings that contributes to strategy, discussions and decisions; which will be beneficial to the WAGGGS development of fundraising activities.
10. To maintain an awareness of own and others’ Health and Safety and comply with the WAGGGS Health and Safety policy and procedures.
11. To take personal responsibility for keeping up to date with WAGGGS work including developments and general WAGGGS news.
12. Be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

*The job description will be reviewed regularly and may be subject to change.*

| **Area:** | **Essential:** | **Desirable:** |
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| **Qualifications:** | * A good general education |  |
| **Experience:** | * Previous Fundraising experience (ideally in an international context) * Experience of undertaking administration tasks * Experience of working in a changing environment | * Experience working in an international organisation or charity sector * Experience of project, budgeting and financial management * Experience of working with staff across cross functional teams |
| **Skills and Knowledge:** | * Meticulously organised with impeccable attention to detail * To be flexible and balance conflicting priorities * Strong interpersonal & communication skills (verbal & written) and the ability to relate to people across many cultures, international experience an asset * Strong commitment and well developed understanding of diversity, cultural sensitivity, and the ability to display diplomatic skills that take account of the ethnic, religious, language and geopolitical differences that affect all areas of WAGGGS’ work * Excellent written and verbal communication skills * Ability to build and maintain relationships with third parties * A track record of problem solving * Good IT (advanced) skills including Word, Excel, Outlook, PowerPoint, databases, DTP packages and conference call technology | * Understanding of Girl Guiding and Girl Scouting, and an ability to empathise with the principles of the Movement |
| **Personal Qualities:** | * Collaborative, enthusiastic team player and supportive colleague * Professionalism, attention to detail and strong planning skills * Creative and hands on approach to work, with the ability to deliver to deadlines * Ability to use initiative and proactively look for opportunities to have impact * Ability to work with minimal supervision and take initiative * Pro-active team player * A sensitivity and awareness of others’ work priorities and the ability to keep others’ informed at all times * Good negotiation and persuasion skills with a wide range of people from different backgrounds and cultures and with groups of all level * Honesty, reliability and the ability to exercise discretion and understand confidentiality | * To have an interest in and a commitment for the issues affecting girls |
| **Other Requirements:** | * Fluent in spoken and written English and French * Occasional work outside regular office hours * Able to travel internationally | * Good working knowledge of other languages, Spanish or Russian are advantageous |
| **Working for WAGGGS:** | * Able to demonstrate a commitment to and be a role model for WAGGGS’ organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. * A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background. |  |

**Special Notes:**

Applicants must have the right to work in Belgium