

**Job Title:** Fundraising Officer  
**Location:** London  
**Line Manager:** Director of Fundraising  
**Paid Leave:** 25 days plus bank holidays  
**Salary:** £28k-£30k

### **About Sentebale**

Sentebale works with disadvantaged children and young people in Lesotho and Botswana – which have the second and third highest prevalence rates of HIV in the world respectively.

The charity was founded by the Duke of Sussex from the British Royal family and Prince Seeiso from the Lesotho Royal family and both Patrons are deeply passionate about the welfare of children, particularly those affected by the HIV epidemic.

### **Job Purpose**

Reporting to the Director of Fundraising, the Fundraising Officer will manage projects which raise income across a broad range of funding streams including trusts and foundations, corporates, events, institutional and individual giving.

### **Key Responsibilities**

- Researching new funding opportunities from donors in the UK, Europe and the US
- Developing and writing tailored, persuasive and articulate proposals to Trust and Foundation funders.
- Developing existing relationships across corporate, individual and institutional funding streams
- Ensuring timely and accurate monitoring and reporting on donor funds, ensuring an exceptional donor experience
- Maintaining, analysing and reporting on funds received and the income pipeline for senior management and Trustees

### **General**

- Maintaining open and effective communication lines between the UK, the Lesotho and Botswana offices.
- Working collaboratively with staff in London, Lesotho and Botswana, upholding the values and aims of the organisation.
- At every opportunity, acting as an ambassador for Sentebale, promoting our work with vulnerable children.
- Any other duties as designated by the Director of Fundraising.

### **Person Specification**

- The role requires an intelligent, adaptable and outcome focused person with exceptional project management and communication skills
- Demonstrable experience in achieving income targets in a fundraising role or within the commercial sector

- Strong presentation and writing skills, including preparation of fundraising materials, project budgets and donor reports
- Experience of prospect research and knowledge of research sources
- Self-confident, with ability to take the initiative and work to deadlines
- Proficient in Microsoft Office
- Excellent negotiation skills
- Excellent networking skills and the ability to represent Sentebale face to face, by phone, at external events and donor cultivation events
- Experienced of managing client or donor information via CRM databases
- Ability to travel when required
- Ability to work autonomously as well as with a team
- An interest in supporting children and developmental issues

### **Closing date**

17.00 Wednesday 19<sup>th</sup> of February 2020

### **How to Apply**

If you are interested in applying for this role, please submit your CV with a supporting cover letter to [info@sentebale.org](mailto:info@sentebale.org)

The first-round interviews will take place on the 26<sup>th</sup> of February, with final interviews taking place on the 2<sup>nd</sup> of March. We would like the successful candidate to start as soon as possible after this date.

Please note due to the high volume of applications received we are unable to respond to every application; only shortlisted applicants will be contacted. If you have not heard from us by the 25<sup>th</sup> of February, please assume on this occasion your application has been unsuccessful.

### **Work Permits**

You need to have the right to work in the UK order to apply for this post; proof of this right will be required before any offer of employment is made.

Thank you for your interest in Sentebale.