

Grants & Fundraising Coordinator

Job Advertisement

Starting date: as soon as possible

Salary: Starting £32,500 - commensurate with skills and experience.

Contract: Maternity Cover 6 months

Location: London, United Kingdom or Geneva, Switzerland

Closing date: Midnight 19 May 2019 GMT

The Better Cotton Initiative (BCI) is a multi-stakeholder Standards System set up to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. The Better Cotton Standard System is a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently 1.5 million licensed BCI Farmers and over 1,000 BCI Members from across the cotton sector working together to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas.



BCI is growing and looking for an ambitious and process focused individual to come in and make a transformational impact on our institutional and philanthropic fundraising and grant management programme. The Grants & Fundraising Coordinator will be responsible for coordinating all fundraising and grant management processes, including undertaking a comprehensive review of existing processes and update them to be fit for purpose.

Over the past years, BCI has grown considerably, and in 2016 it established a Foundation to support farm-level projects around the world. The Foundation is financed through contributions from BCI members, philanthropic grants and Government funding. The grant-making programme under this foundation is managed by a strategic partner, IDH, and in 2018 the portfolio is valued at just under €11 million. This is set to grow substantially over the next three years.

The position supports fundraising for BCI and for the Foundation. Our Fund Manager, IDH, is responsible for managing contracting and reporting for the Foundation grants, but BCI maintains oversight and accountability for all grants.

Role

Reporting to: Head of Development

Posts this job manages: Grant Officer

The Grants & Fundraising Coordinator will develop, implement and coordinate appropriate processes to manage and report on grant income to both BCI and the Foundation.

You will work closely with the Head of Development to ensure that prospects are turned into funding contracts, including coordinating internal teams from around the world to produce successful grant proposals. This is a hands-on role and you will need to be able to extract

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information from a variety of sources and of varying quality to synthesize and present in a coherent and attractive manner to engage donors, secure new grants and deliver reports according to donors' expectations.

You are highly organised with good analytical skills. You are comfortable with deadlines and can create strong lines of communication internally and with existing donors.

You will work closely with IDH, the Fund Manager for the Foundation, to ensure they manage all Foundation contracts and reports as agreed in our service agreement.

Responsibilities

1. Coordinate the development of a comprehensive grant management protocol and process, including BCI, the Foundation and IDH.
2. Be responsible for ensuring that this grant management protocol is subsequently fully implemented.
3. In collaboration with relevant internal teams, lead on proposal drafting to turn Development leads into solid contracts.
4. With the support of the BCI and IDH M&E teams build log-frames and M&E protocols for each grant, aligning any commitments to BCI's strategic direction.
5. In collaboration with relevant budget holders and the BCI Finance team, build realistic and robust budgets to support each grant proposal.
6. In collaboration with the Finance team, monitor funding allocations, and ensure relevant teams are informed in a timely manner of any over/under spend on their deliverables. Engage with funders in case activities and focus has changed during the life of a grant, to secure agreement on re-allocations.
7. With the support from the Grants Officer, coordinate and edit periodic reporting to existing funders, keeping track of contractual reporting commitments and ensuring all commitments are met and funders are appropriately updated with general progress within BCI and the foundation.
8. Ensure all reporting commitments align to existing M&E protocols and the cotton season annual cycles.
9. In collaboration with the Foundation management team (existing of BCI and IDH staff members), review and provide input into the Foundation's annual priorities to ensure grant requirements are adequately reflected.
10. Support IDH in preparing grant reports from the Foundation. Provide advice to the Foundation on its annual dashboard to include grant commitments to the extent possible.
11. Be first point of contact for current funders and respond to enquiries for information and support in a timely manner.
12. Support Head of Development and Communications Manager in development of generic fundraising communications materials.

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Profile

To be successful, candidates for the Grants & Fundraising Coordinator will have the following attributes:

Required
Educated to degree level
Demonstrable, solid experience and success in grant management
Demonstrated experience in successfully managing complex, multi-year grants, ideally from funders such as EuropeAid or DFID.
Proven ability to develop and manage log-frames fully aligned to organisational strategy to support grant proposals.
Superior analytical skills, with an ability to transform technical input into accurate and attractive grant proposals.
Demonstrated experience in building and monitoring project budgets for grant proposals.
Experience in financial reporting on restricted and unrestricted grants, including monitoring and managing any matching funds.
Excellent project coordination skills, with experience of coordinating remote and culturally diverse project teams.
Excellent English writing skills and grant writing proposal experience.
A genuine interest sustainable development and in working to change the lives of cotton farmers globally
Advanced IT skills across the MS office package, including ability to work with databases.
Desirable
Professional fundraising qualification
Sales Force experience
Experience fundraising for projects in emerging economies, such as India and China
Fluency in one or more languages of the following languages: French, Portuguese, German Turkish, Russian).

Working arrangements

The position is full time (40 hours a week) and will be based in our office in London or Geneva. The Fundraising Coordinator will receive a temporary 6 months contract for maternity cover.

BCI offers flexible working, with core hours being 10am – 4pm.

Applications

Interested applicants with the required attributes are asked to email a CV (2 pages maximum) and a motivational letter (1 page maximum), in English, to: recruitment@bettercotton.org by **19th May 2019**.

We thank all applicants for their interest. Please note that due to the large volume of applications we receive, only candidates shortlisted will be contacted.

BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

BCI is an equal opportunity employer, and is committed to good practice and transparency in the management of natural, human and financial resources.