

Research & Reporting Officer

Starting Date: As soon as possible

Contract type: Permanent, Full-time

Salary: GBP 27,000 to 29,000

Location: London, UK

Application closing date: 31st January 2022

Background

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginneries and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About this role

The Fundraising Team at Better Cotton is looking for a motivated professional to support the team in Research, Fundraising and Grant Management activities. The candidate should ideally be based in the London office of Better Cotton. The tasks performed by the Research & Reporting Officer will support grant cycle from funding identification and donor relations to project design, application and submission. The Research & Reporting Officer will report to the Grants & Fundraising Coordinator. This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Responsibilities

Funding Research & Support (50%)

- Grant & donor research - in line with Better Cotton's donor mapping & fundraising strategy.
- Prepare donor profiles and grant profiles – support in the collation of all material necessary to start grant applications and proposals.
- Support with preparing material to approach donors, such as Cases for support, Fundraising Strategies and engagement material.
- Conduct context-based funding research in focus countries.
- Work together in consultation with other teams during grant applications.
- Support the Grants & Fundraising Coordinator with coordination of proposal development phase, including drafting proposal content and project design, reviewing documentation, collating information, liaising with different functions/teams and compiling annexes for the donor.

Team and administrative support (20%)

- Collaborate on activities to support the design and the implementation of the Grant Management System and Fundraising Strategy.
- Support the team in partnership building efforts.
- Contribute materials to communication pieces as required.
- Represent the Fundraising Team in internal working groups
- Ensure regular maintenance of grant files, reporting calendars, and updating of internal documentation system on Salesforce and Sharepoint.
- Support with the Salesforce account of the Team and updating it regularly.

Grant Management (30%)

- Support the Grants & Fundraising Coordinator in consolidating narrative and financial reports to existing donors in a timely manner according to donor requirements.
- Provide support to the Better Cotton team and ensure that execution of the funding agreements is on track.

Profile

The selected candidate will have the following skills, knowledge, and experience:

Skills, Knowledge and Experience
Essential
University degree, or equivalent higher education qualification, in a relevant field (International development, political science, international relations etc.)
Knowledge of donor requirements and grant application processes
Excellent writing skills and ability to research, source information, prepare clear, concise and compelling written proposals and reports
Good computer and IT skills, including excellent command of Excel and literacy in Word, PowerPoint and Outlook
Excellent command of the English language, written and spoken
Interest in sustainability and international development issues, including but not limited to child rights, worker's rights, gender equality, water stewardship, biodiversity, farmer training programmes or sustainable agriculture.
Desirable
Experience working in multiple countries, in multi-cultural environments, and/or with international organisations.
Experience with Salesforce and Sharepoint
Experience of grant monitoring and developing budgets
Fluent in French or other languages relevant to Better Cotton's work: Portuguese, Turkish, Mandarin, Hindi, Urdu.

Working arrangements

The position is full-time (40 hours per week) and will be based in the London office. Better Cotton offers flexible working, with core hours being 10am – 4pm and the option to work from home one day per week.

Travel will be required ***

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (2 pages maximum) to Better Cotton by email with subject “**Application For Research & Reporting Officer**” to: recruitment@bettercotton.org

Application deadline: **31/01/2022**

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted. Better Cotton is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.