

JOB DESCRIPTION

Job Title:	Prospect Researcher/Funding Officer
Location:	London
Reporting to:	Funding and Programme Development Manager
Management responsibility (if applicable)	None
Type of position:	Open-ended
Grade and Salary:	Up to £31,354 Gross p.a.
Contract terms and hours:	Full time (37.5 hours)
Background:	
<p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>Saferworld’s funding base has grown significantly over the last few years, with the majority of funds coming from institutional donors (EC, SIDA, USAID, DFID). This role will support the organisation’s work towards diversifying the funding base through researching and identifying new funding opportunities alongside maintaining systems to capture critical funding information that supports our planning and budgeting processes.</p>	
Job purpose:	
<p>The Prospect Researcher/Funding Officer plays a critical role in ensuring that the wider funding team and organisation are aware of new and upcoming funding opportunities alongside managing effective systems to record, track and analyse organisational funding activity and performance.</p>	
Roles and responsibilities:	
Prospect Research	
<ul style="list-style-type: none"> - Identify new funding opportunities, including multilateral donors, governments, trusts and foundations, commercial tenders and major donors, through high quality research, using a range of prospect research resources; - Internally communicate funding opportunities with relevant information and deadlines - Research the priorities of new and existing donors and keep up-to-date with funding strategies of grant giving organisations; - Work with funding colleagues to produce research into funders and funding opportunities, which will contribute to the development of the Funding strategy; - Keep up-to-date with new fundraising developments through networking internally and within the sector, attending events and reading relevant charity reports and feed back to funding colleagues; 	

Tracking funding activity and performance

- Establish and maintain effective systems and processes for tracking and analysing funding activity
- Co-ordinate the roll-out of the organisation-wide funding database and training of colleagues in its use
- Ensure the funding database is kept up to date and all records of grants, contracts and donor intelligence are accessible and accurate
- Extract and analyse data on funding activity and performance for inclusion in management and board reporting

Proposals and reports

- Produce and keep up to date organisational data and supporting documents for inclusion in funding proposals
- Support the production of the funding newsletter for individual supporters
- Proof-read fundraising materials and generate information for inclusion in proposals and reports

Funding administration and support

- Submission and tracking of donor invoices and income in collaboration with the Finance team
- Organise and co-ordinate agendas and record and follow up on actions
- From funding team meetings and other funding-related events
- Support the Head of Funding in the collection and analysis of funding data against key performance indicators for presentation to the Executive Team and Board
- Input funding news in to the internal newsletter

Key working relationships

Acting as a member of the Funding Team, this role will provide critical information on upcoming funding opportunities for Saferworld’s programme, research and advocacy staff in the UK, Africa and Asia. The role will also liaise with the Finance team, grant managers, relevant staff in country programmes as well as affiliate offices in the US and Brussels and ensure that up to date information is captured on funding activity across the organisation. From time to time, this role will also communicate with external donors.

Scope and accountability

Decision making and limits of authority	Decisions related to relevant information to share widely within the organisation to all levels of staff
Financial resources	Whilst this post does not have budget responsibility, the accurate recording of financial information is critical and contributes to analysis of income projections, match funding requirements etc.
Other resources	<ul style="list-style-type: none"> • Maintaining the funding database and ensuring high standards of data input • Training and advising colleagues on the use of the funding database • Working with the IT team to refine the database in line with evolving data needs
People management	N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Become familiar with IATI standards and regulations and support colleagues to ensure that the organisation is IATI compliant • On occasions, support the Head of Funding and other colleagues to provide relevant data and documents in support of donor due diligence processes

Person specification

Knowledge, qualifications and experience

- Experience of researching and identifying funding opportunities within the international development sector
- Significant experience of managing and refining databases and extracting data for analytical purposes
- Good understanding and experience of the fundraising environment, the principles of fundraising and the challenges of working within the charity sector
- Degree or relevant experience of working in the international development sector

Skills and abilities

- Meticulous attention to detail
- Strong IT, planning and research skills
- Ability to consult and work confidently, proactively and collaboratively at all levels
- Analytical ability to identify synergies between donor funding priorities and Saferworld funding needs
- Effective and flexible team player
- Excellent verbal and written communication skills and ability to condense complex information
- Ability to work proactively, on own initiative and well under pressure

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

Ability to travel internationally if there is a need to deliver training or support to colleagues in prospect research/database management or other relevant areas of work

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR Team at jobs@saferworld.org.uk (Ref: PRFO)

Deadline for applications: 16 February 2020