



Position: Development Officer - Fixed Term Contract (initially 12 months)
Location: London
Start Date: March 2015
Salary: £34,773 to £37,449 depending on experience (+ benefits).

ECFR (The European Council on Foreign Relations) is a pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw. www.ecfr.eu

JOB PROFILE

ECFR are now seeking to recruit a Development Officer to assist with the growth of ECFR's income and achieve its fundraising targets. By identifying new sources of funding and managing existing donor relationships, this role will support the assigned Programmes and National Offices, utilising fundraising tools, expertise and advice with the aim to maximise funding opportunities and ensure donor expectations are fulfilled. Growing ECFR's donor portfolio focusing specifically on the corporate sector. Ensuring that approaches are coordinated, relate to need and goals and targets conform to organisational standards and best practice.

MAIN RESPONSIBILITIES

Fundraising Strategy

- Contribute towards ECFR's income target by securing funds from corporate and other funders in collaboration with national offices and programmes.
- Identify and research new corporate funders to build up a corporate prospect pipeline for assigned ECFR offices and programmes (e.g. ECFR's Geo-economics programme).
- Develop, monitor and review fundraising/donor strategies in close co-operation with assigned programmes and national offices.

Outreach

- Provide fundraising support and training to ECFR Programmes and National Offices.

Donor knowledge, relationship management and engagement

- Raise sponsorship funds for ECFR's Annual Council Meeting.
- Collaborate with colleagues to build and maintain excellent relationships with prospects/donors through regular updates, meetings and invitations to events of interest where appropriate.
- Network with new and potential donors at ECFR events.
- Work with colleagues in the UK and across Europe to keep appropriate records of prospects, applications, meetings and correspondence in order to co-ordinate donor information and approaches to funders.

Proposal development

- Work closely with Programme, National Office and Finance staff to gather information and develop pitches, proposals and supporting documentations for applications and reports for new projects.
- Compose high-quality fundraising pitches and proposals.
- Produce project budgets where appropriate.

Grant management

- Provide a clear overview of grant expectations. Liaise with other teams and colleagues within the organisation (Programmes, National Offices, senior management, Finance Team), in order to ensure that donors' expectations are fulfilled in line with grant agreements.
- Compose and/or support the development of narrative and financial reports for a range of donors (companies, governments, foundations and major donors).

Other

- Develop and improve fundraising materials (with a special focus on corporate materials)
- Undertake any other duties as required which are appropriate to the post and the wider needs of the team and ECFR.

PERSON SPECIFICATION**Experience and Skills****Essential**

- Provable and relevant work experience in the fundraising domain (ideally in corporate fundraising)
- Recent experience of personally securing significant corporate funds, ideally through sponsorship
- Able to research and evaluate new corporate funding sources
- Experience of developing, writing and delivering funding pitches and proposals to companies and other donors
- Demonstrate the ability to write compelling funding applications and presentations and present complex and difficult messages clearly and with impact
- Excellent English writing and communications skills
- Solid organisational skills with good attention to detail
- Proficient at creating appropriate grant budgets and expenditure reports
- Able to perform in a changing environment and to work without close supervision
- Excellent IT and Microsoft skills (Excel, Word, Outlook and PowerPoint) including the use of databases

Desirable

- Degree educated or equivalent
- Experience in academic, international policy or development fundraising
- Working knowledge of another European languages an advantage

Qualities

- Able to manage multiple priorities, work towards demanding deadlines, and under pressure
- Confident working unsupervised, as well as part of a multi-disciplinary and multi-national team
- Able to develop effective relationships across the organisation
- Strong self-starter able to grasp funding priorities quickly
- Strong interest in European foreign policy
- Exhibit high standards of professional conduct and integrity
- Possess a level of gravitas when dealing with senior stakeholders

- Willing to travel occasionally and to work the hours necessary to meet the organisation's needs.

TO APPLY:

Please send a one-page covering letter (with ref: **DevFund15** in the subject line) and your CV to: recruitment@ecfr.eu.

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the EU.

Closing date for applications : Monday 30 March 2015 at 9.00am

Applications and Interview:

Interviews are provisionally scheduled for **Thursday 9 April 2015**.

Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted. If you have not heard from us within 7 days of the closing date, you have not been successful on this occasion.

STRICTLY NO AGENCIES PLEASE

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