



JOB PROFILE

JOB TITLE: FUNDRAISING MANAGER

PART 1: INTRODUCTION

Twin is a unique and award-winning development through trade NGO working with 49 producer organisations representing 400,000 coffee, cocoa and nut smallholders in 17 countries across Latin America, Africa and Asia. Our coffee company Twin Trading works to access value-added markets for our producer partners and offers quality coffee with development impact.

We unlock the power of trade to strengthen producer organisations and delivery social justice, economic development and environmental sustainability for small farmers. We are engaged throughout the value chain to balance producer support with creating market demand, building partnerships that deliver sustainable, scalable and meaningful change.

We are a small, dynamic team based (primarily) in East London and East Africa. We are looking for an exceptional, pro-active programme fundraiser who has experience of collaborating across sectors with both private-sector partners and institutional donors. Ideally someone with knowledge of market-based development and agricultural value chains, you'll combine outstanding communication skills with a strong focus on detail.

PART 2: JOB PROFILE

Main Purpose of the Job

The main purpose of this role is to work with existing and new producer organisation partners and continue to deliver Twin's mission of development through trade. Twin's innovative business model as a charity owning a trading arm combining direct market access with technical support and capacity building has proven to be an attractive proposition for many donors. As such, Twin's income from both private sector and institutional donors has grown exponentially over the last 3 years. This has enabled Twin to scale-up its work with smallholder producer organisations and to increase our tangible and sustainable impact. There is significant ambition across the organisation to continue and increase this growth.



Twin has had limited dedicated fundraising capacity (one day a week for six months) recently, and fundraising activities are spread across the current teams. The creation of this new role follows a strategic review and a strong commitment to consolidate Twin's fundraising capacity. Following this review, more specific fundraising targets will be embedded within staff work plans. The Fundraising Manager will work with all staff (and in particular the programme management team) to facilitate and support all fundraising activities and to ensure they achieve these targets.

Position in the organisation

Reports to: Head of Programmes

Manages: n/a

Receives support from: Producer Partnerships Programme (PPP) Team

PART 3: RESPONSIBILITIES AND ACCOUNTABILITIES

We are now looking for an exceptional Fundraising Manager who will help us deliver a successful fundraising action plan.

We envisage this support will include:

- Acting as the main point of coordination for all of Twin's fundraising activities. Develop and maintain processes and an approach to grow a pipeline of new donors and proposals.
- Mapping potential donors for Twin (primarily institutional, trusts and foundations and private sector partners), assessing and filtering opportunities as they appear based on the programme strategies for each of the commodities (coffee, cocoa, nuts).
- Bringing extensive contacts, knowledge and track record in securing support from institutional donors and trusts and foundations who support international development charities.
- Initiating new approaches to broaden the funding base; working with the Programmes and Trading and Marketing teams to ensure current external relationships are extended as well as developing new tools to secure new funding relationships (e.g. website fundraising, corporate relationships).
- Take lead responsibility for managing and completing donor applications (with support from a bid team consisting of programme managers and technical expertise) that secure significant new income for Twin.

Skills and knowledge required:

- Excellent written and spoken communication skills with a sharp attention to detail; strong presentation skills



- Experience of developing successful complex submissions to a wide range of institutional donors
- An understanding of the role of the private sector within development
- Knowledge of relevant international development funding compliance and best practice within the international development sector
- Experience of developing theories of change, log frames, budget management tools and other application supporting documents
- Knowledge of programme development and project cycle management within an international development context
- The ability to motivate and manage others
- Excellent organisation skills with the ability to work under pressure and to tight deadlines
- Desirable: knowledge of market systems development, agricultural value chains and the broader CSR and sustainability sectors
- Desirable: working knowledge of French and/or Spanish

PACKAGE

Hours of work: 4 days per week (0.8 FTE)

Location: Central London

Salary Band: £28,000 - £34,000 (pro-rata)

Holiday allowance: 25 days per year, plus bank holidays (pro-rata)

PROCESS

Please send your CV and cover letter explaining your suitability for the job to jobs@twin.org.uk indicating the job title in the subject by 9:00 am on 20th May 2018.