Job Description

Post Title: Fundraising & Sponsorship Manager

Rate of Pay: Full time / 40 Hours

Accountable to: EFDN Chief Executive Officer

Purpose
The Fundraising & Sponsorship Manager is an exciting and challenging junior management role that contributes to EFDN’s short, medium and long-term growth and development by attracting and securing financial support from the European Union, philanthropic trusts and foundations, governments, corporate sponsorships and partnerships, media partnerships, donors, and local businesses, as well as through events, and entrepreneurial initiatives. The position is responsible for developing, managing and delivering sponsorship and fundraising strategies that build audiences, participants, and visitors and ensure a strong ongoing profile and presence for EFDN on a local, national and European level. Tasks include Managing, Planning, development, project management, and successful implementation of integrated fundraising and sponsorship programmes.

Key Responsibilities

- Develop and implement a three-year, overarching, comprehensive fundraising plan in collaboration with the Executive Director that includes strategies for achieving a range of public and private sector revenue-raising efforts with short, medium and long term goals and targets
- Ensure that all of EFDN’s public and private sector fundraising efforts are achieved within budgets approved by the CEO
- Maintain and service existing corporate partners, sponsors, local business supporters, and loyal patrons;
- Identify, research, attract, and secure new sponsors and partners
- Develop and implement philanthropic-giving programmes and campaigns and ensure that all partnership and sponsorship-building efforts encourage long-term commitment, maximise leveraging opportunities on behalf of partners and sponsors, reflect the EFDN brand and its unique value proposition in a positive and effective manner, and build EFDN profile, credibility and reputation
- Prepare proposals to the European Union, philanthropic trusts and foundations and potential business partners or sponsors in consultation and collaboration with the CEO and assist in the preparation of funding applications and acquittals to national and European government departments and agencies, including foreign governments
- Be the primary point of contact for all stakeholders connected with EFDN fundraising efforts
- Create and maintain accurate and up-to-date fundraising contact databases, including a record of potential fundraising leads, and keep accurate records of meetings
- Manage the preparation and maintenance of all fundraising-related documentation including proposals, contracts, activation plans, EFDN event accreditation, VIP ticketing, corporate entertainment, promotional events and launches and associated logistics, post-event ‘thank-you’s and supporter’s awards, and outcome reports
- Prepare reports on the outcomes of all fundraising efforts, and provide updates on progress/status and cost-benefit analyses
- Strive to achieve expected income targets including but not limited to revenue from: government and foundation grants, corporate sponsors, local business partnerships, media partnerships, private-giving, in-kind support, box office, merchandise sales, fundraising events, and business development initiatives ensuring that support from all sources is maximised
- Manage, monitor and adhere to budgets approved by the CEO for marketing and fundraising purposes, ensuring that cost efficiencies are maximised, and report to the CEO and the Finance & Office Manager on income generated by and expenses incurred through marketing and fundraising activities
• Prepare all corporate and media partnership and sponsorship contracts or letters of agreement, ensuring that invoicing and payment processes are managed accurately and in a timely manner through the Finance & Office Manager
• Manage and ensure all financial, marketing and other contractual obligations relating to all partnerships and grants are met and up-to-date, and develop and maintain an effective system or systems for monitoring all such obligations
• Oversee the development and management of a system for receiving, recording and acknowledging all private-giving ensuring that EFDN meets all of its obligations with respect to Deductible Gift Recipient status.

Individual Specification
• Experience working in a fundraising capacity and/or managing or administrating sponsorship programmes will be an advantage. You will also need to demonstrate:
  • Understanding of fundraising principles and practice.
  • Well-developed communication skills – written, oral and listening. You will need to demonstrate the ability to present information in an appropriate and engaging manner.
  • Understanding of how to use data to inform fundraising strategy and identify prospective sponsors.
  • Good organisation skills with a methodical approach to planning, analysis, presentation of information and an ability to prioritise tasks in order to meet deadlines.
  • Strong computer literacy, including an understanding of online fundraising and sponsorship databases.
  • Confident and outgoing nature, and enjoy working collaboratively, as well as work effectively independently.
  • Flexibility, adaptability and a willingness to meet demands and work to deadlines.
  • Passion for enabling change through funding partnerships.
  • Not essential, but helpful to have worked with a CRM (Customer Relationship Management) system for tracking of possible funding/sponsor opportunities/partnerships.

Applications:
EFDN is an equal opportunity employer. EFDN welcomes applications from across the EU. Applicants must have an EU passport. Please email applications to Hubert Rovers, CEO at: jobs@efdn.org. Please also include your name and position title that you are applying for in the subject line.

Applications must include:
• A cover letter addressing responsibilities and the Selection Criteria, CV outlining relevant work experience, Availability for commencement, and contact details of two professional referees (note: referees will only be contacted following an interview).

The closing date for applications is 5pm, 30 November 2019. The expected start date is 2 January 2020.