

Vacancy announcement

Fundraising & Partnerships Manager

February 2022

1. Background

[Forus](#) is a global network empowering civil society for effective social change. It brings together 66 National NGO Platforms and 7 Regional Coalitions from Africa, America, Asia, Europe and Pacific.

Forus currently operates on a budget of approximately EUR 1.2 million annually, primarily provided by institutional funders. In addition, dues paid by members (amounting to less than 3% of the total budget) allow Forus to have a small source of flexible funds.

Forus seeks an experienced and dynamic Fundraising and Partnerships Manager to secure funding to implement Forus’ strategy for 2021-2025 and ensure that the Forus Secretariat is adequately resourced to fulfill Forus’ strategy while developing a balanced, sustainable and diverse range of income sources.

The Fundraising and Partnerships Manager will report to the Forus Director. As a member-led network, Forus is also committed to work closely with members in the resource mobilization effort.

2. Responsibilities

Main responsibilities and tasks	
<ul style="list-style-type: none"> ● Lead on the implementation of Forus’ 3-year fundraising strategy, in close collaboration with the Director, the Administrative & Financial Manager, the ExCom and the Council’s fundraising committee. ● Prospect for, secure and cultivate strong partnerships with institutional, philanthropic and possibly private sector partners. ● Deliver optimal donor stewardship, including narrative and financial reporting ● Support internal stakeholder engagement and governance processes related to Forus’ fundraising efforts ● Support quality engagement between the Forus Secretariat and the Forus members ● Support organizational effectiveness and accountability processes ● Foster Forus’ learning and development processes to grow the organization’s fitness for growth 	
Donor acquisition (60%)	<ul style="list-style-type: none"> ● Lead on fundraising activities, in close collaboration with the Director, the Administrative & Financial Manager, the ExCom, the Council’s fundraising committee and other partners as required. ● Build a library of relevant cases for support reflecting the organization’s priority programs and consolidating key messages to prospective donors per thematic priority. ● Lead the proposal development and submission process, including in collaboration with members. ● Create and cultivate a healthy pipeline of prospective donors and funding opportunities; and capture all information in the organization’s CRM; undertake market research and keep the CRM system up to date. ● Develop relationship management strategies for the organization’s prioritized prospects.



	<ul style="list-style-type: none"> ● Work with the communications team to grow exposure to and engagement with fundraising target audiences through Forus' varied communication channels. ● Develop suitable fundraising products, processes and tools. ● Develop and refine Forus' due diligence process to accept new donors. ● Share relevant opportunities with Forus members and provide guidance to members when relevant.
Donor stewardship and External Representation (45%)	<ul style="list-style-type: none"> ● Deliver optimal donor stewardship, including excellent donor narrative and financial reporting. ● Work with the Forus team to strengthen Forus' capacity to produce impact-focused communication tools for its donor community. ● Cultivate trusted and trusting relationships with our donor focal points, keeping them abreast of Forus activities, achievements, and strategic objectives. ● Support the Director with maintaining strong relations with key stakeholders and represent Forus with external stakeholders upon request.
Governance & Internal processes (5%)	<ul style="list-style-type: none"> ● Prepare regular reports to and coordinate with the Forus Council and ExCom; support the facilitation and preparation of Forus' Fundraising Committee meetings. ● Support the Accountability & Transparency processes within the Secretariat and across the network and help to strengthen Forus' systems and evidence base to showcase its impact and added value to donors. ● Support cross-team learning on donor relationship-management and fundraising needs so as to grow the organization's fundraising culture and effectiveness.

3. Required qualifications and skills

Education/Training & Minimum Professional Experience required:

- Relevant academic degree or evidence of continued professional development relevant to the position
- At least 5 years of working experience in an international setting, in a fundraising role and liaison function.

Skills and knowledge:

- Commitment to Forus' mission, vision and values with good understanding of global development issues, and understanding of the socio-cultural, historical, political and economic global context.
- Demonstrated experience and skills of working with diverse stakeholders, and facilitating platforms of cooperation, networking, building partnerships and alliances.
- Proven fundraising record with institutional and private funders for national and international projects, securing major funding in excess of EUR 1 million. Experience with government donors and foundations an asset.
- A proven track record in developing and guiding successful fundraising strategies with a focus on diversifying income streams and donor portfolios.
- Experience in integrating fundraising strategies with communications strategies
- At ease communicating in a formal way with high-level stakeholders at national and international level.
- Keen understanding of financial management, budget planning and monitoring.
- Experience planning and organizing events
- Excellent proficiency in English in speaking and writing required. Working knowledge of French a very strong asset, and of Spanish an additional asset.

Personal qualities/interpersonal skills:



- Thrives in cooperative work environments in which the collaborative pursuit of shared objectives is the priority.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner with excellent attention for detail.
- Proactively seeks and provides feedback, strong emotional intelligence.
- Creative thinker with a “can-do”, outward-looking and problem-solving attitude, willing to guide others with confidence and take risks when appropriate.
- Highly organized independent worker, including in remote work settings with a decentralized team.
- Clear and sharp communicator able to bring across often complex and conceptual ideas in a down-to—reality and simple manner. Structured and engaging public speaker.
- Excellent interpersonal skills, with the ability to develop and maintain strong relationships with highly diverse stakeholders.
- Ability to work under pressure and towards tight deadlines maintaining effective performance in high pressure environments.

4. Conditions

Starting date: as soon as possible

Contract type: Full-time or part-time / either 1-year short-term contract (under French law) or consultant contract.

Location: flexible or located in Forus’ offices in Paris. International travelling is to be foreseen from time to time.

Salary/compensation: dependent on experience.

5. Application procedure

The application documents must be submitted as soon as possible per email to the following address: recruitment@forus-international.org

The application must be in English and include a motivation letter, CV and 3 references.

Please send attachments in PDF and include the position (Fundraising and Partnerships Manager) and your name in the subject of the email.

The position will be open until filled, and interviews will take place on a rolling basis. Only candidates who are shortlisted for interviews will be contacted.

Forus is an equal opportunity employer. We strive to make positions accessible to all regardless of nationality, ethnicity, race, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status, etc.

