

Programme Funding Officer

Reports to:	Head of Fundraising and Engagement
Contract:	Permanent
Location:	London
Travel:	UK and occasionally overseas
Remuneration:	£20,000 - £25,000 (depending on skills and experience), plus 25 days' annual leave, a matched pension contribution of 5%.

OVERVIEW AND JOB PURPOSE

Pump Aid is a dynamic, award winning and growing organisation, which is promoting radically different approaches to aid and development in the WASH sector; from standalone social impact businesses, delivering low cost household water and irrigation solutions; to innovative service delivery models, increasing rates of community water point functionality and improving hygiene and sanitation facilities for the under-fives in rural nurseries. All designed to increase resilience and self-reliance, and to improve the lives and life chances of farmers, families, women, girls and young children.

We have been hugely successful in piloting this approach and have launched a financially sustainable social impact business in Malawi to operate alongside our charitable organisation to maximise the social and economic impact of both and to further demonstrate our determination to do aid differently.

To support this new approach, we are recruiting a **Head of Fundraising and Engagement** to maximise our use of digital and print media and increase the income we generate from major donors, corporate partners and the general public. To support this role we are also recruiting a **Programme Funding Officer** to help deliver a step change in our fundraising from trusts and foundations, with an active focus in both cases on those donors who both recognise the need for change and who want to support the game-changing approaches we are delivering.

We seek individuals with the skills, motivation and innovation to make a major contribution to this our approach and to help us move to the next phase in our development. The opportunities for the post holders will be significant and they will play a key role in the growth and marketing of a social enterprise approach which will attract new kinds of charitable funding and social investment and be at the forefront of a change that will soon encompass the entire sector.

Job purpose

- You will lead on defined elements of Pump Aid's fundraising strategy: scoping, applications, reporting and management (to largely small to medium sized trusts and foundations and significant community funders – churches, rotary, etc).
- You will develop fundraising pitches targeted at the most likely funders for Pump Aid's charitable workstreams, principally its community pump repair and maintenance service and its pre-school nursery hygiene and sanitation programme.
- You will help develop Pump Aid's pitch to social impact and philanthropic investors, who recognise the social and economic values of its Malawi based commercial activities.
- You will work closely with the Head of Fundraising and Engagement to develop joint and complementary fundraising pitches.

RESPONSIBILITIES

Trusts and Foundations

- Identify and prioritise funding opportunities from an active portfolio of warm and lapsed trust and foundation donors, securing or renewing their support through a planned approach to cultivation and engagement.
- Maximise the value and duration of trust and foundation donors' support through excellent stewardship and relationship management.
- Lead the scoping and proposal process for small to medium sized trusts, both broad scale approaches and specific one off (research, write and submit / pitch proposals).
- Support the scoping and proposal process for trusts and foundations, with a specific focus on those funders most likely to be attracted by a self-supply, small business approach.
- Keep abreast of fundraising best practice and trends in the sector, gathering external information and intelligence and feeding this information back to colleagues (including new fundraising approaches eg. social impact bonds, crowd funding, payment by results, etc)
- Provide the highest level of donor care and stewardship, creatively engaging opportunities for new and existing trust and foundation supporters.
- Ensure high quality reporting is submitted on time and in accordance with funder wishes.

Programme Development Funding

- Working closely with the Director of Programmes and the programmes team to develop technical knowledge and expertise in WASH issues and approaches.
- Developing specific funding bids for Pump Aid's two principal charitable workstreams, its community pump repair and maintenance service and pre-school nursery hygiene and sanitation programme, and to provide both seed-corn funding and long-term support for its social impact business.
- Researching and analysing the social investment market and, using this knowledge, developing investment pitches likely to attract patient and semi-commercial investment to fund the expansion of Pump Aid's social impact businesses.
- Working with the Head of Fundraising and Engagement, create and deliver tailored campaigns linked to wider sector and international fundraising and awareness campaigns and events, like Christmas, Easter, World Water and World Hand-washing days, etc.
- Supporting other members of the team with bid writing and pitch creation and providing content for larger trust and institutional reporting.

Administration

- Maintaining and updating Pump Aid's Fundraising database and CRM system.
- Individual donation processing (including Gift Aid) and regular reporting against targets and objectives.
- Monitoring the 'info' inbox, following up requests for information, sending thank you letters and preparing and circulating newsletters.
- Any other reasonable duties