Programme Funding Manager
Location: E2, London
Salary: £35,000 - £40,000
Full time contract (37.5 hours a week)
Reports to: Director of Development

Cover letter and CV is required to be considered for this role.

This ad is active until Friday 6th March but we may decide to interview sooner so please do hand in your Cover letter and CV as soon as possible.

Role Purpose
Lead on delivering and managing grants and partnerships for SolarAid’s new ambitious plans to leave no one in the dark by 2030.

Our mission
Along with our social enterprise, SunnyMoney, SolarAid aims to reach the poorest people in the most remote communities in Africa with clean and affordable light. Our approach is creating a sustainable solar market in Africa through solar enterprises. This has proved to be more effective than handouts of aid.

The latest projections show there will be 600 million people still living in the dark in Africa by 2030. This is the deadline for the United Nations’ Sustainable Development Goals - number 7 being ‘universal access to clean and affordable energy’. Much more needs to be done for no one to be left in the dark by 2030. No home, no school and no clinic in Africa should be left in the dark when the sun goes down.

We are in a significant growth phase, and we are looking for an ambitious and agile fundraiser to join the team to help achieve our mission and to grow sustainable income from institutions, foundations and programme partners.

About the role
This new position is suited to an experienced fundraiser who is comfortable in bid writing, grant management and working with international teams on programme development. The role covers fundraising from institutions, foundations and building programme partnerships.

We are on target to receive £500k across these income streams for 2019/2020 and are looking to increase this forecast to £1.2 million in 2021/22. Our growth is directly linked to our change in strategy.

Whilst we still look to maintain our business-based, market-building model, we are looking Beyond the Market. Millions of people cannot afford the most affordable solar light that we or anyone else sells. Therefore, we are looking at innovation to reach these individuals and communities. Essentially, we are launching new ambitious programmes which need partners and funding.

This position will be responsible for the process from programme development to acquiring funding to grant management. You will work closely with the SunnyMoney teams in Malawi and Zambia (currently our areas of focus) to ensure we have a regular flow of information to build bids and manage grants - this flow of information supports the whole team.

You will also work with the Director of Development on SolarAid’s larger strategic partnership plans.

Your development
SolarAid will provide learning and development support through mentoring and training opportunities as laid out in a plan with yourself and your line manager.

Our focus will be to hone your, already strong skills, while developing new ones to support your success in the role.

Furthermore, you will not just become an expert in the work of SolarAid, you will become an expert in off-grid energy access – one of the greatest problems facing our planet today.

We will also help you understand SolarAid’s approach to fundraising - based on inspiring people who believe in what we believe to spread our story. Our strong culture of positive fundraising, emphasising storytelling and valuing our supporters, makes for a very fulfilling working environment.

**Your values**
You will be expected to uphold the values and ethos of SolarAid in the way we engage with audiences, and inspire support, at all times.

**Specific tasks**

### Identifying opportunities

- Building relationships with a variety of funders.
- Tracking of funding opportunities from governments, multi-laterals and foundations.
- Managing the plans for applications with reference to our programme delivery plan.

### Programme development and bid writing

- Working with the teams in Malawi and Zambia on their planned work, gathering information and data to build into programmes to fundraise against.
- Working with the Director of Development on larger strategic partnerships programmes for the organisation.
- Writing complex bids to a variety of funders – from Governments to Foundations.
- Reacting to the more rigid funding opportunities as well as preparing bids to present to those we have been developing relationships with.
- Creating fundraising ‘products’ for the wider fundraising team to use.

### Programme and grant management

- Responsible for the regular flow of data and programme information between Malawi, Zambia and the UK.
- Ensuring every team member, in London and internationally, has agreed on their reporting responsibilities before each grant begins.
- Designing reporting templates for efficient data collection from the Malawi and Zambian teams – where necessary.
- Managing each grant management process and ensuring reports are submitted on time.
- Writing reports and/or formalising reports sent by other staff members.

### Partnerships

- Support the CEO, Director of Development and Country Directors in forming partnerships beyond funding – programme consortia, research, advocacy, policy etc.
- Representing SolarAid as an expert in conferences, events and in meetings with potential partners.
- Ensuring the delivery of programme and research partnerships alongside grant reporting measures.

**Team Fundraising**

As a small tight knit team every role is expected to help achieve the team’s overall fundraising target in order to further the organisation’s mission. This includes mucking in to help the running of the office and creating a positive working environment.

**Personal Specification**

**Skills and Competencies**

- A sunny disposition, of course!
- Able to collaborate with colleagues from a range of cultures and backgrounds.
- Great team player and willing to support colleagues.
- Able to work with minimal supervision.
- Able to present to audiences clearly and passionately
- Excellent phone manner.
- Able to write in an engaging, clear and concise way for a variety of audiences.
- Able to analyse data to determine the best approach and maximise learning.
- Attention to detail.
- Willingness to try new approaches and learn from mistakes.
- Interest in the issues SolarAid is tackling and international development more widely.
- Occasionally willing to work evenings and weekends.
- Willingness to travel.

**Experience – Essential**

- Experience in grant fundraising and building programme partnerships for a minimum of 3 years.
- Experience in writing and managing complex bids.
- Understanding of international development and climate change issues.

**Experience – Desirable**

- Worked in a small team.
- Working in an international team.
- Worked overseas for short periods of time.
- Experience and/or knowledge with off-grid energy.
- Line management.
- Understanding of GDPR and good practice in relation to fundraising.