

Programme Funding Assistant

Location: London, UK (remote working possible)

Contract: Permanent

Salary: £24,500 - £26,249

Reports to: Programme Funding Officer

Line reports: None



Application details

Deadline: Rolling applications

Requirements: Please submit a CV and a covering letter explaining why you are a good fit for the role and for SolarAid to recruitment@solar-aid.org.

About SolarAid

SolarAid's mission is to light up every home, school and clinic in Africa by 2030, using safe, clean, solar power.

There are 590 million people in sub-Saharan Africa living without electricity. When the sun goes down at night, families are reliant on dangerous and expensive forms of lighting such as candles and kerosene lamps.

To date, we have reached over 11 million people by selling solar products through our social enterprise, SunnyMoney. We firmly believe in business-based solutions for change.

While we have made great progress, there will still be 570 million people living without electricity in sub-Saharan Africa by 2030 (IEA, 2021).

While there is a growing private off-grid energy sector, our unique position as a charity is clear, we need to reach those being left behind.

We have developed complementary models to ensure the poorest people, at scale, are reached and will be working with the public and private sector to ensure these models are replicated beyond ourselves.

2023 is set to be a breakthrough year for this organisation.

Role Purpose

Delivering grants and building a sustainable, growing portfolio of funders to leave no home, no school and no clinic left in the dark by 2030.

What we are looking for

A drive to achieve big change with the core skills to become a successful grant fundraiser.

About the role

We have positioned ourselves for major expansion in this area. Grant funding represents a strategic opportunity for SolarAid and we have the essential programmes ready for Trusts, Foundations and Institutional Funders to partner with us on.

Your specific role will be to grow our existing portfolio of small sized trusts while supporting medium sized bid creation. The target for small sized trusts for the next financial year is £132k. This is a mixture of existing partners and new business. Years 2 & 3 are positioned for much more growth.

You will be equipped with all the resources needed for success, securing income and reporting on grants by SolarAid's Director of Strategic Partnerships and by establishing close working relationships with our teams in Malawi and Zambia.

This is more than just fundraising. You will be working to establish relationships which will truly leave no one behind in the fight for universal energy access. SolarAid is uniquely positioned to tackle this.

We are committed to building our staff's skills for long-term success within the organisation. This is a key position of our growing team and we will support your journey in becoming the best Programme Fundraiser you can be.

Equal opportunity

SolarAid is an equal opportunities employer and has an ongoing commitment to inclusive and diverse teams. SolarAid will ensure no applicant receives less favourable treatment than another on the grounds of; disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

Specific tasks

Identifying opportunities - 25%

- Build relationships with a variety of funders in order to secure long-term secure funding for SolarAid.
- Track funding opportunities from governments, multi-laterals and foundations to establish trends and further opportunities.
- Manage the plans for applications with reference to our programme delivery plan.

Programme specific fundraising and bid writing - 45%

- Maintain and grow income from our existing small Foundation partners.
- Work with the Director of Strategic Partnerships and teams in Malawi and Zambia on their planned work, gathering information and data to build into fundraising products.
- Write bids for a variety of funders.
- React to funding opportunities as well as preparing bids to present to those you have been developing relationships with.

Grant management - 20%

- Report regularly on grants to funders in a timely manner..
- Manage each grant process for the specific grants under your responsibility.

Partnerships - 10%

- Oversee partnership activity with funding and delivery partners with the support of the Programme and Partnerships Assistant.
- Develop practical and influential partnerships with organisations where it can benefit or maximise the impact of our work (e.g. Lendwithcare for entrepreneur financing).
- Work closely with the Malawi and Zambia teams on managing and reporting on partnership progress.

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 to ensure funding proposals and budgets are correct.
- 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 relationship management.
- Experience in writing for a diverse range of audiences.

Experience – Desirable

- Understanding of international development and climate change issues.

- Experience of working in a small, preferably international team.
- Understanding of GDPR and good practice in relation to fundraising.