



**GRANTS  
FUNDRAISING  
OFFICER  
JOB INFORMATION PACK**





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## Dear Applicant

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Thank you for considering the role of Grant Fundraising Officer during this exciting chapter of the SolarAid story.

We have just had a record-breaking year of fundraising in the Grants Team, including securing SolarAid's largest ever grant. Now, we're looking for someone to help us build on that success by deepening relationships with our brilliant network of grant funders and bringing new supporters on board as we embark on a bold shift – to develop, test and prove models that can reach 100% of a community with energy access, leaving no one behind.

This year we will hit a key milestone – reaching 100% of households within one of Malawi's poorest communities. If we can make the model work there, we can show it's possible to reach every last home with clean and affordable energy.

To make this happen, we're joining forces with partners across the continent to scale the impact beyond ourselves – and we need someone like you to help inspire funders to join us. If you're passionate about making a real difference and want to be part of a small, ambitious team with big goals, we'd love to hear from you.

## About SolarAid

SolarAid is an international charity on a mission to light up every home, school and clinic in Africa by 2030 using clean, safe solar power.

There are still 600 million people living without energy access in sub-Saharan Africa. When the sun goes down, families are forced to rely on dangerous, polluting and expensive forms of lighting in their homes such as kerosene lamps, candles and straw fires.

Since 2006, we've reached over 12 million people in sub-Saharan Africa with affordable solar lights. But we know that's not enough – because many families in these communities are still unable to afford even the most basic solar product.

That's why we're changing how we work. In Malawi and Zambia, we're testing bold new approaches to make sure every household in a community – not just some – has access to clean energy. At the same time, we're teaming up with others to fix the bigger, system-wide challenges that keep people in the dark.

It's an exciting time to join SolarAid. The sector is looking to us as thought leaders in last-mile energy access – and we need passionate fundraisers to help us bring this story to life. In this role, you'll help connect grant funders to our most innovative programmes and show them how their support can help bring energy access, and lasting change, to communities across Africa.

## About the role

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SolarAid is now looking for an experienced grant fundraiser to sustain and strengthen our ability to attract funding for our programme of work.

Our income from grants is rapidly growing as trusts, foundations and institutional funders become increasingly interested and engaged in our portfolio of strategic programmes, which provide sustained and affordable access to energy in remote communities that otherwise have no access to electricity.

Our grant income more than doubled in 2024, and for the coming year we are seeking to continue growth by receiving £2.5 million in grants from a range of funders.

This role will oversee a portfolio of grant funders that give up to £100k/year, maintaining existing relationships by providing timely reports and developing relevant proposals for future support. You would be expected to seek and research new funding prospects to approach, as well as respond to new enquiries. This group of funders is currently expected to provide around £500,000 per year.

In addition, you would be expected to support our bids to larger more complex funders, led by the Programme Funding Manager, collaborating closely with colleagues across Finance and relevant programme teams to put forward successful proposals.

Finally you will be managing the process and systems to maintain donations from small grant funders.

**Your values:** You will champion the values and ethos of SolarAid in inspiring support and building strong, authentic relationships with our audiences.



# Role Responsibilities

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## Programme-specific fundraising and bid writing - 50%

- ✧ Oversee our funding from Trusts and Foundations that currently provide approximately £500,000 a year.
- ✧ Working, with the Programme Funding Manager, determine the engagement strategy for each funder to increase likelihood of success.
- ✧ Accurately forecast income based on an assessment of the likelihood of funding for each opportunity.
- ✧ Update the pipeline for funding opportunities you are responsible for and ensure staff allocated to opportunities do so.
- ✧ Produce proposals in line with programme plans and budgets, working with programme teams in Malawi and Zambia to ensure alignment.
- ✧ Develop proposals that can be used to attract mission-funding from small grant funders.

## Grant Management 40%

- ✧ Produce and submit timely reports to funders that cultivate positive relationships.
- ✧ Engage with relevant staff from programme and finance teams to obtain information required for grant reporting.
- ✧ Support the Programme Funding Manager in reporting on grants from institutions, multi and bi-lateral funders.

## Prospect Research 10%

- ✧ Research prospective funders from relevant sources to increase the pipeline of prospects.





## Person 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 write complex funding bids.
- \* Able to effectively manage grants.
- \* Able to analyse data to determine the best approach and maximise learning.
- \* Attention to detail to ensure funding proposals and budgets are correct.
- \* 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 . (Possibly one a year, every other year)



# Experience

## Essential

- ✧ A proven track record of successfully applying to funders, trusts, foundations, and institutions for grants.
- ✧ Writing proposals to funders.
- ✧ Working with other functions essential to successful grant management.
- ✧ Knowledge of fundraising laws and regulations in relation to data protection and compliance.

## Desirable

- ✧ Understanding of international development and climate change issues.
- ✧ Coordinating complex bid applications to funders.
- ✧ Knowledge and work experience with bilateral and multilateral funders.
- ✧ Knowledge and work experience with off-grid energy access.
- ✧ Using a CRM database to log approaches to funders.
- ✧ Able to work overseas for short periods of time, if required.
- ✧ Experience of working with Canva.





## How to Apply

We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job. Please email your supporting statement and CV to [info@pollysymondsonrecruitment.co.uk](mailto:info@pollysymondsonrecruitment.co.uk) quoting ref: **2536**

Don't meet every single requirement? We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with the job description, we encourage you to apply anyway. You may be just the right candidate.

- \* Application deadline: **28th July**
- \* Initial interviews with Polly Symondson Recruitment will take place online on **30th July**
- \* Shortlisted candidates will be invited to an interview on **6th August**

SolarAid is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

SolarAid, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments please contact PSR on 01242 691683. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

**Recruiting Applicants with Criminal Records:** Applicants with criminal records are welcome to apply for roles at SolarAid. Advice and guidance on disclosing a criminal record can be obtained from Unlock. Successful appointment is subject to DBS checks appropriate to the post and references.





## Terms of Employment

<b>Position:</b>	Grants Fundraising Officer
<b>Reporting to:</b>	Programme Funding Manager
<b>Direct reports:</b>	N/A
<b>Location:</b>	Remote based with expected travel to London ~6 times per year
<b>Salary:</b>	£31,416 – £34,839
<b>Hours:</b>	37.5 hours (9am–5.30pm)
<b>Annual leave:</b>	27 days' annual leave
<b>Maternity allowance:</b>	policy available via PSR
<b>Pension:</b>	Matched contribution which is currently up to 7%. You will be entitled to join the scheme following a three month postponement from your start date.

### What we offer

- ✧ A tight knit, friendly and close working team
- ✧ Employer pension contributions, with employee contribution
- ✧ A workplace culture that encourages growth and development
- ✧ An annual organisational training budget
- ✧ Flexible working hours.
- ✧ Remote working (+ up to 30 days remote working abroad)
- ✧ A recharge day/quarter
- ✧ A working environment where new ideas and testing new things is strongly encouraged.





Registered Charity Number: 1115960

[www.solar-aid.org](http://www.solar-aid.org)



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