



## Job Description

**Job Title:** Senior Programme Development Officer

**Job Purpose:** The Senior Programme Development Officer is responsible for overseeing Peace Direct's programme funding from trusts and foundations.

**Responsible to:** Head of Programme Development

The Senior Programme Development Officer will maximise income for Peace Direct through research, development and management of relationships with the charity's portfolio of trusts and foundations. This person will have the ability to proactively identify, apply to and steward new trusts and foundation connections who give between £1,000 - £500,000+.

## Key Tasks

### Fundraising research:

- Conducting research into new funders for Peace Direct, including from US and Europe and institutional funders using [www.trustfunding.org.uk](http://www.trustfunding.org.uk) and other databases
- Taking the initiative to proactively explore new avenues for funding
- Develop new systems and processes to effectively track all funding opportunities.
- Participating in relevant networking meetings to learn from other fundraisers in the sector.
- Share upcoming funding opportunities with Peace Direct's partners.

### Proposal writing:

- Prepare applications to trusts and foundations.

### Donor reporting and administration:

- Drafting high quality narrative reports to donors
- Providing timely information to the International Programmes Team on upcoming reporting deadlines, so that reports from partners are submitted in good time.
- Accurately recording new leads, applications, reporting deadlines and other communication in Salesforce.

### Donor stewardship:

- Forming relationships with Peace Direct's trust donors to ensure effective stewardship.
- Working collaboratively with the International Programmes team to collect information from our local partners for donors.

### Capacity building:

- Identify and/or develop resources for Peace Direct's partners to help improve their programme development and fundraising skills.

### Internal relations:

- Work very closely with Peace Direct staff to help deliver our strategy

- Help ensure that the information from fundraising is effectively and efficiently communicated to other staff who need it.
- Providing any other support under the direction of Head of Programme Development.

**Organisational learning:**

- Work with colleagues to promote organisational learning.
- Participate in team learning activities, including thematic working groups.

**Communications:**

- Contribute to PD's publications, social media output, publicity events and other events, where appropriate.

**Travel:**

- Occasional travel in the UK to represent Peace Direct externally.

**Environment:**

- The position is based at Peace Direct's office in London.

**Discretion to Act:**

Working within the framework of the strategic plan, the post holder will take responsibility for their own work and for reaching targets set for them.

## Person Specification

**Essential:**

- At least three year's experience managing relationships (including applications and reporting) with trusts, foundations and/or institutions
- Experience of successfully securing £100,000 - £500,000 gifts from trusts, foundations and/or institutional donors.
- Excellent research skills and a high standard of written English.
- A good working knowledge of Microsoft Word and Excel.
- Excellent team working skills, with a passion for fundraising.
- Accuracy and good attention to detail.
- Well organised, taking a systematic approach.
- Ability to set own work timetable, meeting organisational deadlines and keeping all finance systems up to date.
- Excellent interpersonal skills and the confidence to represent the charity to donors.

**Desirable:**

- Experience of using CRM databases such as Salesforce.
- Experience working in a fast-paced international development organisation.