



Registered Charity Number: 1149988

Fighting poverty in Lawra, Upper West Ghana

www.ateghana.org

Job Description: Fundraising Officer (7 hours per week)

Start Date: January 2016

Salary: £30,000 per annum pro rata

ORGANISATION:

[ATE Ghana](http://www.ateghana.org) (charity number 1149988) is just three years old but is already, a well-respected, fast growing charity aiming to reduce poverty in Lawra, Ghana by funding some key initiatives in education and enterprise. The agreed vision and strategic direction is encapsulated in the following statement. "ATE is a charity that is deeply concerned by the inequality of wealth in Ghana. We are committed to achieving a measurable reduction in poverty in Lawra by 2020 through social and economic development."

ROLE:

The Fundraising Officer is an exciting, brand new position based in the UK, which will provide vital support to ATE's expanding fundraising requirements. Reporting to the Chief Executive, (CEO) the Fundraising Officer will research and identify grant funding opportunities suitable for the charity, and prepare well crafted, targeted and tailored applications to raise funds.

This role is 7 hours per week, with a flexible work schedule. The Fundraising Officer will be able to work partly from home and partly from the ATE office (based in Wiltshire), to be decided in consultation with the Chief Executive

GENERAL RESPONSIBILITIES:

- Review the charity's pre-researched list of potential givers
- Conduct detailed research of grant and trust fund opportunities for ATE using a range of on-line resources and publications
- Input accurate summaries into databases and ensure information is kept up to date
- Based on the above, draft and submit high quality, targeted and tailored grant funding bids and tenders, in line with the requirements of potential funders or commissioners and with reference to their published guidelines and communications
- Make presentations to funders as required
- Build and manage excellent relationships with key contacts in trusts and foundations
- Attend meetings, events and conferences as required - some of which may be out of hours and involve overnight stays
- Perform other fundraising duties as requested by the CEO

PERSON PROFILE

Essential:

- An interest in poverty reduction and a desire to help make positive change in Ghana
- Enthusiasm for the work ATE is carrying out in Lawra

- Educated to degree level
- Detailed understanding of Trust and Grants fundraising
- Proven track record of raising funds from charitable trust
- Demonstrable ability to write compelling and innovative proposals and funding reports
- Enthusiastic and results driven
- Excellent organisational skills with the ability to prioritise a heavy workload
- An excellent working knowledge of Microsoft Office (Outlook, Excel, Word and PowerPoint)
- Excellent verbal communication and presentation skills
- Excellent interpersonal skills and the ability to communicate well with a broad range of people
- A methodical and meticulous approach
- Ability to work in a team and to apply initiative and common sense
- Excellent numeracy skills
- Experience of working to and meeting deadlines

Desirable but not essential:

- Educated to a masters level (in a related subject)