

Organisation	The Royal African Society
Job Title	Fundraising and Partnerships Manager
Salary	£35,000
Contract	Permanent
Hours	37.5 hours (5 days per week)
Reporting to	Deputy Director
Responsible for	Membership Administrator. Interns and volunteers as required
Location	Remote and in-person working at office in SOAS, Russell Square, London

About the Royal African Society

The Royal African Society (RAS) is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of more than one million people globally. Click on the following links to learn more about [who we are](#) and [what we do](#).

Our first fundraising strategy was developed in 2018 and since then we have been building the fundraising infrastructure, developing donor relationships and improving methods for measuring and communicating the impact of our work. In the previous year, we have updated and developed our Theory of Change framework, which has informed our fundraising strategy for this year. 2021 marks our 120th anniversary and we are leveraging the opportunity to raise our profile, embark on a membership recruitment drive, secure multi-year grants, maintain and build relationships with donors.

About the role

The Society is looking for an energetic, imaginative and experienced recruit to join our small and dedicated team on a full time, permanent basis to take the lead in developing the RAS's fundraising capabilities and build partnerships with key donors and funding bodies. The job holder would work closely with the Director and Deputy Director in liaising with these organisations, and with other members of the team in developing projects, budgets and bids. We therefore seek someone with enthusiasm for the areas we work in (culture, politics, the arts, education), dedication, team-working skills, and ideally experience in fundraising and project and/or event management. The job is busy, but the team and the opportunities to develop the job and network are excellent. It will be a permanent contract, with a 6 month probationary period and two months notice.

Main tasks & responsibilities

Fundraising from Trusts, Foundations and Public Funding Bodies

- Develop, update and evaluate the progress of the RAS fundraising strategy on an annual basis
- Work with senior management to create year-round engagement strategies to retain current and attract new donors in order to raise more revenue and increase overall participation
- Write applications and draw up budgets in collaboration with RAS programme staff, across arts & culture, public events, education, media, policy and any other relevant subject areas
- Track income and targets with Senior Management, Administrative Manager and Accountant
- Produce communication, engagement and donor reports to the team and Council
- Manage donor information and fundraising activity in a database, in accordance with data protection rules
- Prepare the necessary reports for donors on the impact of funding received
- Attend relevant training and conduct research to develop sector knowledge about the current funding landscape and upcoming open calls and opportunities

Corporate Fundraising and Partnerships

- Work with Senior Management and Events Manager to write proposals for current and prospective corporate partners and funders
- Support Senior Management through a year-round engagement strategy for current and potential corporate partners

Individual and Student Membership Programme

- Manage and support the Membership Administrator to develop the RAS's offering to its membership through improved messaging and communications, and expanded offers of benefits for members.

Other

- Engage, alongside the team, with major RAS events and festivals, especially those in which our donors are interested
- Help develop Impact Partnerships with academic research projects
- Support the RAS's external communications efforts where necessary
- Support senior management in the monitoring and evaluation of the Society's programmes
- Attend external Africa-focused meetings and networking events on behalf of the RAS

Person Specification

Below are the requirements we will assess applicants against throughout the selection process.

Experience

1. Working with public funding bodies and/or corporate donors.
2. Managing events, projects and budgets.
3. Working in the not-for-profit sector

Skills & Attributes

4. Ability to work well in a small team
5. Ability to take responsibility for delivering high quality funding applications
6. A clear concise writing style and good communication skills
7. Ability to prepare comprehensive budgets as Excel spreadsheets, with an demonstrable understanding of budget management and financial reporting
8. Experience of using a CRM system (ideally Salesforce)

Education, Knowledge & Competencies

9. BA/BSc level degree or equivalent
10. Knowledge of fundraising practices and regulation
11. Knowledge of and interest in contemporary African affairs, arts and culture.
12. Commitment to the vision, mission and values of the Royal African Society.

Application Process & Key Dates

To apply, please send your latest CV and a covering letter (2 pages max) explaining why you think you are suitable for the job addressing the points in the person specification above to **ras@soas.ac.uk**.

Deadline: 6 July 2021

Notification: 12 July 2021

Interviews: week of 19 July 2021

Start date: 1 August 2021 or as soon thereafter as feasible

- Candidates should have the right to live and work in the UK. Regrettably, as a small charity, we are not able to sponsor work visas for international applicants.
- Due to the large number of applications we usually receive, we will only be contacting shortlisted applicants and will not be able to provide individual feedback on unsuccessful applications.
- We welcome applications from all backgrounds and communities and particularly encourage applicants from a Black and Minority Ethnic background.