SUMMARY

Position – Fundraising Officer
Location – London (from home)
Working hours – Flexible
Reports To - Board of Trustees in the UK
Salary - £27,000-30,000 pro-rata
Allowances – Travel as required
Holiday - 25 days

OVERVIEW

Cricket Builds Hope (“CBH”), uses cricket and the spirit of the game to build hope. One of the reasons cricket has become Rwanda’s fastest growing sport is because it has been a catalyst for hope. This was in the form of reconciliation. Using the Gahanga Stadium and cricket as a hook, we will build hope through the delivery of social programmes which integrate the game with workshops that focus on equality, empowerment and social cohesion.

As we enter the next phase of our growth we require a fundraising officer to drive our fundraising in the UK so CBH can achieve its objectives in Rwanda.

After six challenging years and £1m of fundraising, CBH (formerly known as the Rwanda Cricket Stadium Foundation) procured the construction in Gahanga sector of the Stadium, Rwanda’s first purpose-built cricket ground, which was then opened by HE the President at the end of 2017. The Stadium has become an iconic venue and has been nominated for a number of architectural awards.

Building the Stadium was a first step. The task now is to maintain, operate and eventually expand its facilities and maximise its use as a cricket and community hub. In partnership with the Rwanda Cricket Association (“RCA”), we have made a good start. The Stadium is owned by a Rwandan registered NGO called Gahanga Cricket Stadium (“GCS”). This operates as a joint venture between CBH and RCA. The Stadium has been used extensively for training sessions and matches. Over 140 matches have been hosted in the first twelve months, from grassroots cricket to Rwanda’s first international tournament – the ICC World T20 East Africa Qualifier in July.

As well as securing a sustainable future for the Stadium, CBH’s aim is to use cricket as a tool for social change. Our first programme, funded by Comic Relief and the Scottish Government, is going well. After successfully completing a pilot, we are now in the second year of the programme. It is focused on unlocking the leadership skills of 19-25-year-old Rwandan women from deprived backgrounds. The sessions are held at the Stadium and uniquely use cricket skills and values to illustrate and reinforce the programme’s messages.

Separately we running a 3-year programme with the RCA which is introducing cricket to workers in remote tea estates and to children in neighbouring schools. This programme is sponsored by Yorkshire Tea and is currently focused on one tea estate. The plan is to expand
this to up to 4 estates during the remainder of the 3 year period. The target is to coach between 300 and 400 children per year. This initiative will help to spread cricket’s special qualities to remote areas far from Kigali.

The Board of Trustees is looking for a fundraising officer with fundraising, project management and event management experience to secure CBH’s objectives.

The CBH Board of Trustees consists of a dedicated group of volunteers who are based in London, UK. The Board has established sub-teams to focus on particular areas of the Charity’s activities (including fundraising and messaging) each of which is led by a nominated Trustee.

FUNDRAISING OFFICER - ROLE AND RESPONSIBILITIES

The role of the fundraising officer will be challenging, but immensely exciting and rewarding. We require a hands-on motivated, self-starter with a tenacious attitude. Based in the UK, working closely with the UK Board of Trustees (and the leader of the fundraising team in particular) the fundraising officer, will be responsible for delivering the UK fundraising target for Cricket Builds Hope. It is anticipated that this will be through a mixture of Events, Corporate, Trusts & Foundations and Major Gift fundraising.

The role will include the following:

General

- Using our recently signed off 5 year mission statement, work with the fundraising leader to develop a compelling CBH Case for Support to be used in pitches/proposals
- Work with the board of Trustees to brainstorm new funding opportunities and follow up on opportunities
- Build and maintain a fundraising supporter database
- Working with the fundraising leader to flag and manage any possible interdependencies with existing partners (including Yorkshire Tea, Volcanoes Safaris, Surrey CCC) and developing further partnerships with organisations such as the ECB and the ICC.
- Alongside the Trustees, working closely with partners, sponsors, and donors (current and potential) in the UK to develop integrated programmes and thereby obtain external funding for CBH.
- Working closely with the CBH Country Manager on any fundraising initiatives which require support in Rwanda (e.g. sponsorship/cricket tours etc). The Country Manager is a Rwandan based in Kigali.
- Supporting the Trustees to establish CBH as a recognisable brand in the UK
- Creation of a regular progress report to Trustees for their quarterly meetings, and where relevant attending Trustee meetings to update the Board on key progress/challenges.

Working closely with the Board of Trustees, deliver of the annual UK fundraising target for Cricket Builds Hope through the following key channels:

Deliver our Events programme:
With strategic direction from the Board and help from the fundraising team take on the administrative event management of our annual events programme (currently two events per year).

This will involve securing and managing venues, catering, volunteers, fundraising mechanisms, budgets etc.

Ensure the event runs smoothly on the day.

Proactively drive forward the event management, supporting the Board/event with ticket sales, securing auction prizes and talent/entertainment and flagging any issues or interdependencies with the Board early.

Ensure smooth event follow up and ongoing stewardship of donors / guests

Generate new creative fundraising event ideas for Trustee consideration

Grow our Corporate Fundraising portfolio

Support the development and growth of CBH’s corporate partnership portfolio

Follow up with corporate contacts from Trustee, Event and other warm leads to secure key meetings

Proactively contact strategically relevant organisations currently unknown to CBH

With support from Trustees, prepare bespoke funding proposals

Attend key meetings with Trustees where relevant

Account manage new partners brought on board

Trusts and Foundations

Research and identify relevant grant opportunities, working closely with the Board, fundraising leader and Country Manager to ensure right opportunities are pursued.

Working closely with the fundraising leader and Country Manager, develop and write funding proposals for Trustee sign off.

UK day-to-day contact point for UK based Trusts and Foundations

Major Gift fundraising.

Follow up on Trustee, Event and other warm contacts and leads to secure key meetings with high net worth individuals

Support the Board of Trustees in preparing proposals for major donor prospects

Build London Diaspora network as key future major donor audience.

Qualifications, Skills & Character

- 2+ years of work experience in fields of fundraising, project management and/or event management for charities
- Organised and high attention to detail
- Strong business aptitude and understanding of running fundraising initiatives efficiently and profitably.
- Determined personality with initiative, perseverance
- Ability to work independently and imaginatively.
• Articulate with very good communication, IT and marketing skills.
• Persuasive manner with a solution focused mindset
• Ability to think creatively and generate new ideas
• Strong team player
• Knowledge of cricket not essential but willingness to learn enough about the game to authentically engage with donors
• Experience of managing and working effectively with boards and teams (desired, not essential)
• Experience of sport for change programmes valuable but not essential.
• Comfortable working with a wide range of people (including senior stakeholders)

SUPPLEMENTARY INFORMATION

The Fundraising Co-ordinator will be managed by the Board of Trustees, with regular (weekly) contact with the fundraising leader.

The Board of Trustees is very experienced and on hand to support with issues.

Other terms and conditions will be fully described in the contract of employment.

If you wish to apply for this position, please send your CV and a letter (maximum one page) outlining why you think you would be a good candidate for this role to Langman.sophie@gmail.com