



Senior Fundraising Manager

Employed by:	The postholder will be employed directly by WCIA
Responsible to:	WCIA Chief Executive
Salary:	£40,226 per annum, pro rata Automatic enrolment into our pension scheme and the WCIA will match your contribution up to a maximum of 5% of your gross salary (minimum 4%).
Employment terms:	This is a part-time, fixed term position for 12 months, starting as soon as possible. There will be a 3-month probationary period.
Base:	Remote working / office based from the Temple of Peace in the centre of Cardiff / hybrid working
Hours:	18.5-20 hours per week. We operate a flexible working policy
Annual leave:	37 days per annum (this includes public holidays) pro rata
Travel:	This role will sometimes require travel throughout the UK, including overnight stays. Use of public transport is preferred; when this is not convenient staff may use their own vehicle. The current mileage rate is 45p.

The Welsh Centre for International Affairs values diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds.

About the WCIA

The Welsh Centre for International Affairs is a registered charity that inspires people in Wales to learn and act on global issues. Our vision is for everyone in Wales to contribute to creating a fairer, more peaceful world.

Our overall aims are:

1. Global Learning - to prepare Wales for our shared future. We inspire people's interest in global issues and develop their understanding of why these issues are relevant to all of our lives.

2. Global Action - to inspire communities and organisations. We support communities and institutions to unite behind global action within Wales.
3. Global Partnerships - to connect Wales and the world. We support worldwide partnerships that strengthen Wales as an outward looking and globally responsible nation.

Based in Cardiff at the Temple of Peace and Health and working with people of all ages throughout Wales, we provide an independent, non-partisan forum for human rights, peace and justice, sustainability and international development.

Summary of Senior Fundraising Manager role:

This is a unique opportunity to play a key role in the future development of the WCIA as we move into a new strategy, alongside the team and stakeholder in Wales and across the world. The role of the Senior Fundraising Manager will be to:

- Work across the organisation to understand funding needs
- Meet ambitious targets across various fundraising streams through making applications, securing new streams of funding and developing new contacts
- Bring and build funder knowledge: create a database of funders, consistent networking, building relationships with funders and being aware of the funding landscape (knowing funders concerns, matchmaking funds to projects, attending events)
- Conduct research into diverse funding with a focus on trusts, foundations and ethical corporate partnerships – in Wales, the UK and global opportunities
- Create a new base funding bid model budget for grant application development
- Develop and manage a sustainable funding strategy and model: expand ethical funding opportunities

Person specification

Essential

- ✓ Strategic vision, working across an organisation to understand and interpret various priorities into funding opportunities
- ✓ Proven experience in the development of sustainable funding models for charities
- ✓ Proven track record of developing and generating funding opportunities across a large and multi-stranded bids and programmes
- ✓ Strong communicator in relations with funders and the public to explain the work of the WCIA and its hosted partners
- ✓ Proven critical proof and copy writing skills for funding applications and communicating impact

- ✓ Experience of working in charities and an understanding of the challenging funding landscape
- ✓ Excels working with a dynamic and diverse team
- ✓ Driven by the desire for a just and more peaceful world with a motivation for climate justice, education peace and an interest in global affairs
- ✓ Commitment to the mission, vision and values of the WCIA
- ✓ Commitment to inclusion and fair treatment
- ✓ Possesses a strong sense of ethics and integrity
- ✓ Is able to take a learning approach to work
- ✓ Treats people fairly and with dignity and respect
- ✓ Is able to encourage people from all backgrounds to get involved in our work

Desirable

- ✓ The ability to communicate in both Welsh and English

Application process

All applicants must complete the official **WCIA Application for Employment form**, available at www.wcia.org.uk/vacancies. Please provide all relevant information on the application form. Please only submit an application form –we will not accept CVs or cover letters as part of an application.

All applicants should complete the **Equal Opportunities form** (also available from ‘Vacancies’ page). Please note, these are separated from your application form upon receipt and not shared with the shortlisting or interview panel.

The deadline for receipt of applications is **9th March at midnight**. Please submit your application by email to centre@wcia.org.uk . If you do not have access to e mail, you can send a paper application to the address given on the application form. Please get in touch if you have any other access requirements in order to submit an application.

We will send an **email acknowledgement** to all applicants. If you do not receive an acknowledgement before the deadline please contact us. We cannot be held responsible for applications that do not reach us, or that arrive after the deadline. If you are shortlisted for an interview, we will contact you directly.

Interviews will take place on Zoom or at the Temple of Peace. The interview process will include a panel interview, presentation and short task. No references will be taken up until a provisional offer of employment has been made. Unsuccessful applicants will be informed by email.