



**Fundraiser vacancy – Open Arms Malawi**

**Salary – £25,252 p.a. pro-rated**

**Hours – 21 hours per week**

**Location – Harrogate**



If you are looking for the next step in your fundraising career and would love to work in a small, dynamic team where you can be involved in the full remit of our fundraising operation, then we would love to hear from you!

We are a small but mighty charity making a huge impact on the lives of children in Malawi through our partners Open Arms Infant Homes who are based in Malawi. They passionately lead and implement our projects. Our unique work is transforming lives and we need continuous sustainable funding to keep this going! As a fundraiser, you will join a fantastic team of staff, trustees and volunteers who work together to provide better futures for vulnerable children.

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### **A bit about the role**

In this role, you will be raising funds and awareness about our work to deliver our fundraising plan. You will be building on existing networks and creating new funding streams. This is an exciting opportunity to help us grow our income to support and sustain vital work in Malawi. It is a broad and varied job focused on fundraising, business development and communications. It will suit a self-motivated, enthusiastic individual who is well organised and a great communicator.

Tasks will include;

- Leading specific fundraising stream to grow income
- Developing and implementing our fundraising strategy to improve outcomes
- Writing fundraising proposals and impact reports
- Analysing data to making sound recommendations for improvement



- Leading and delivering fundraising events
- Building relationships with key supporters and partners and improving supporter experience
- Supporting and developing volunteers and fundraising ambassadors
- Recruiting and supporting community fundraisers
- Contributing to the day to day running of a busy charity
- Raising awareness of Open Arms through media and marketing channels

### **Who we're looking for**

Alongside great people skills, you will need experience of or an understanding of fundraising and a proactive approach to developing new business relationships. To contribute to our team you will need a can do attitude and the willingness to roll up your sleeves and jump right in.

- Excellent communication and presentation skills
- The passion to work well as a team and inspire others
- Confidence in using technology, databases and reports to analyse performance
- Good attention to detail and organisation skills
- Ability to demonstrate results and work to budgets and targets
- Willing to take the initiative and actively lead projects and teams.

### **What can we offer you?**

You will become part of a great team, develop new skills, expand your knowledge and make a significant contribution to improving the lives some of the most vulnerable children in the world.

You will meet new people, make new friends and be a central part of our team. As a small team we offer individual support to help you achieve your goals and a flexible approach.



## **Time and place**

We are looking for a minimum of 21 hours a week, time and days can be agreed subject to core hours being covered. The role is based in Harrogate with some remote working possible. There will be a requirement to work out of office hours occasionally to support events and meetings.

## **Applications**

Please apply to Claire Collins ([claire@openarmsmalawi.org](mailto:claire@openarmsmalawi.org)) in writing by 1<sup>st</sup> June 2020

## **A bit more about us**

We believe that every child has the right to life, survival and development. We build brighter futures for vulnerable children in Malawi by funding the work of Open Arms Infant Homes. Their work allows children to have the chance to grow up with the love of a family and the security of a home.

Today, 1,890 babies will be born in Malawi. 320 will become orphans, half because of HIV/AIDS. 87 will die before their first birthday from malnutrition or illness. Staying with the wider family is the best solution but formula milk alone costs £20 a month, and most Malawian families survive on less than £1 a day. So for many, keeping an orphaned baby alive is simply unaffordable and unmanageable.

We're the only organisation in southern Malawi able to feed, house and provide medical care for orphaned babies until we can support their safe return to their families. Once back at home, we monitor children through our Outreach programme within their community.

Infant care is at the heart of what we do and we're proud to partner with village communities to provide preschool education and nutritional support through our nine nursery schools.

You can find out more about our work by visiting [www.openarmsmalawi.org](http://www.openarmsmalawi.org)