

JOB TITLE: FUNDRAISING ASSISTANT

BACKGROUND:

The Southern and Eastern Africa Trade Information and Negotiations Institute (SEATINI) is a regional Non-Governmental Organisation founded in 1996 soon after the WTO Singapore Ministerial Conference, after realizing that Africa in particular and Third World countries in general were marginalized in the WTO negotiations and other global processes. Established in 2001, SEATINI -Uganda has become one of the leading NGOs working on issues of trade and development. Today, SEATINI Uganda works to promote pro development trade, fiscal and related policies for sustained equitable development and improved livelihoods in Uganda and the East African Community region.

SEATINI is a not for profit organization registered under the NGO Board as a national NGO. SEATINI is also registered with the Uganda Registration services as a company limited by guarantee. Currently, SEATINI-U operation with an average annual budget of 1.5bn which is 100% donor funded but would like to increase her funding portfolio both from internal and external sources. SEATINI therefore wishes to recruit a fundraising Assistant to support her fundrasing and resource mobilisation team.

Position	Fundraising Assistant
Department	Program - Support
Responsible To	Executive Director
Working	Internal: Program staff, Program Support Staff
Relationships	External: Donors, Partner CSOs

MAIN PURPOSE OF THE JOB

To increase the provision of funding streams to enable SEATINI-U to carry achieve her strategic objectives and increase opportunities for developing new and existing projects

DUTIES AND RESPONSIBILITIES

Fundraising

- Identify funding opportunities for SEATINI-U both external and internal
- Coordinate proposal development process with support from the different programs
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters
- Develop and broaden corporate support
- Develop and coordinate web-based fundraising including socialmedia

Planning and budgeting

- Maintain and update the fundraising and communications budgets,with the Business & Finance Manager
- Develop and update a strategic plan to guide fundraising activities and revenue generation
- Work in conjunction with the Chief Executive and Business & Finance

Manager to have a good overall understanding of all revenue streams.

Communications

- Work with the Executive Director to raise the profile of the organisation.
- Raise awareness of the organisation, its service, successes and plans in the local community and through both social media and the local press.

Administration

- Planning, budgeting and forecasting income
- Preparation of fundraising report for SMT and Board meetings
- Maintaining the fundraising database and documents
- Contribute updates of fundraising events and activities for quarterly

Other

- Stay abreast of fundraising good practice and legislation, ensuring compliance with the
- Support Executive Director with ad hoc tasks
- Undertake any other duties commensurate with the post

PERSON SPECIFICATION

Qualifications

- Bachelors' degree in Economics, Development Studies, Business Administration, or any other related discipline.
- Additional qualifications in project management, monitoring and evaluation are an asset.

Experience

- At least 3 years of experience in organisation fundraising over a range of methods particularly in an NGO setting.
- Experience/knowledge of grant/trust applications
- Experience of a wide range of communication methods including press and social media
- Appropriate computer skills
- Good administration skills
- Strong IT/computer skills including Word, Excel and Outlook

Competencies

- Ability to apply change, risk and resource management principles
- Ability to read reports prepared by program managers to determine progress and issues
- Proven experience as Program Officer or other managerial position in a reputable not for profit organisation
- Thorough understanding of project/program management techniques, methods and principles
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of MS office and program management applications
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities



- Excellent communication skills

Application Process:

If you are confident that you will fulfil the above minimum requirements and interested in this opportunity, please send your application strictly on email to: info@seatiniuganda.org and cc. communications@seatiniuganda.org with **“FUNDRAISING ASSISTANT** in the subject line.

Applications should include a Cover letter (not to exceed two pages), detailed CV, particulars and contacts of 3 referees to be sent to SEATINI Uganda not later than 12th March 2021 at 5:00pm. The applications should be addressed to the Human Resource Manager/Administrator, SEATINI Uganda.