



Terms of Reference: Fundraising Consultant

Reports to: Alliance Director

Posted date: May 2023

POSITION SUMMARY:

The Global Social Service Workforce Alliance (the Alliance) is a network-based organization which seeks to promote the knowledge and evidence, resources and tools, and political will and action needed to address critical social service workforce challenges, especially within low to middle-income countries. A key challenge for the Alliance is that most of its funding, both current and past, comes from time-bound and deliverable-driven grants and contracts, instead of unrestricted and individual funds. When these time-limited funding mechanisms end, there is a risk to the organization's continuity and survival.

The Alliance seeks a Fundraising Consultant to secure new unrestricted sources of funding, from private donors, trusts and foundations. The role requires someone with experience executing fundraising activities for an NGO (non-governmental organization) focused on international development or humanitarian assistance. The role will involve researching, identifying and developing new fundraising opportunities among potential partners and supporters as well as implementing fundraising campaigns focused on individual giving. The Alliance is looking for candidates who meet these requirements, willing to commit to helping us advance our work in strengthening the global social service workforce.

DURATION & COMPENSATION:

This position is a consultancy position to develop and implement fundraising activities for the Alliance until September 2024, at which point the need for further work will be evaluated and determined based on need and funding availability. Compensation is competitive and paid at an hourly rate. The number of hours worked may fluctuate, though expected to average 24 hours per month.

The Global Social Service Workforce Alliance Director will provide day-to-day support for the Fundraising Consultant. The Fundraising Consultant will also work closely with the Communications and Advocacy Manager for the Alliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary duties

- Research, identify and cultivate relationships with potential supporters who can help improve the organization's long-term financial sustainability.
- Work with Alliance Director and Communications and Advocacy Manager to develop the case for support and fundraising pitch materials and help manage the execution of pitches.

- Collaborate with the Communications and Advocacy Manager to create annual donation appeals and ongoing donor communications, including helping to formulate and implement a fundraising strategy focused on the organization's 10-year anniversary.
- Provide other advice to the Alliance staff on fundraising and donor relations.

Supplemental duties (as time allows)

- Support Alliance staff to create a comprehensive strategy to identify, secure and grow long-term, unrestricted sources of funding, from individuals and organizational trusts and foundations.
- Participate in meetings of the fundraising sub-committee with members of the Alliance Steering Committee as well as work with Steering Committee members to identify and approach new donors.

EDUCATION AND EXPERIENCE:

- Minimum of 3 years of fundraising and donor relations experience in an international non-profit organization.
- Experience developing and implementing strategies aimed at identifying and securing new, long-term, unrestricted sources of funding, from private donors, trusts and foundations.
- Experience designing and implementing campaigns focused on individual giving.
- Experience developing pitch materials and managing pitches to foundations and trusts.

KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with international development and/or network-based organizations and the associated donor landscape.
- Excellent administrative, planning, and budgeting including the ability to prepare and analyze work plans and budgets.
- Strong verbal and written communication, public speaking, and interpersonal skills.
- Skilled at building and maintaining healthy, professional relationships with prospective donors.
- A self-starter with creative problem-solving and organizational skills in diverse environments and under pressure
- Strong interest in social services or child welfare
- Demonstrated high degree of cultural sensitivity

TO APPLY:

Interested candidates should send a CV or resume, cover letter, a sample of similar work completed, and their proposed hourly rate to: contact@socialserviceworkforce.org. Deadline to apply is June 13, 2023.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

ORGANIZATIONAL OVERVIEW:

The Global Social Service Workforce Alliance is a non-profit network of over 3,200 members in 150 countries and works toward a world where a well-planned, well-trained, and well-supported social service workforce effectively delivers promising practices that improve the lives of vulnerable populations. The mission of the Alliance is to promote the knowledge and evidence, resources and tools, and political will and action needed to address critical social service workforce challenges, especially within low to middle-income countries. The Alliance pursues this by:

- Serving as a convener for an inclusive, representative network of stakeholders, including government organizations, nongovernmental organizations, academic institutions, donor groups, professional associations, and community practitioners, to create a forum for discourse and collective learning
- Generating knowledge and building the evidence base for effective SSWS by deriving, organizing, and disseminating critical evidence-based research, resources, tools, models, and best practices
- Building capacity of humanitarian and development actors to implement strategies to strengthen the social service workforce
- Promoting effective advocacy and stimulating an active network of workforce strengthening advocates through information sharing, collaboration, and networking

[Tides Center](#) acts as the fiscal sponsor of the Alliance and is the employer of record for all employees of the Alliance. A 15-member Steering Committee oversees and guides the direction and development of the Alliance and provides support to the Alliance Secretariat. For more information, please visit www.socialserviceworkforce.org.

Tides is an equal-opportunity employer. We strongly encourage applications from women, people of color, bilingual and bicultural individuals, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition, including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. Also, pursuant to the San Francisco Fair Chance Ordinance, we encourage and will consider for employment qualified applicants with arrest and conviction records.