



GIRLS NOT BRIDES

The Global Partnership
to End Child Marriage

Donor Engagement Associate, *Girls Not Brides*

Girls Not Brides is seeking a Donor Engagement Associate to support *Girls Not Brides'* fundraising activities. The Donor Engagement Associate will work closely with senior colleagues across a range of tasks including those related to prospect research, proposal writing and reporting, and strengthening relationships with donors.

Girls Not Brides is a global partnership of more than 1000 civil society organisations from over 95 countries committed to ending child marriage and enabling girls to fulfil their potential. Members are supported by a global secretariat with staff based in the UK and individual team members based in Africa, Asia and Latin America. Stronger together, *Girls Not Brides* members bring child marriage to global attention, build an understanding of what it will take to end child marriage, and call for the laws, policies and programmes that will make a difference in the life of millions of girls.

In 2017, *Girls Not Brides* launched an ambitious four-year strategy (available [online](#)). The Partnership has grown rapidly in recent years and is keen to scale up efforts to support the generation and use of evidence on what works to end child marriage and ensure this is accessed by our in-country members, particularly community based organizations. *Girls Not Brides* also is committed to ensuring that global thinking on effective approaches to end child marriage is informed by community level perspectives.

As a thought leader in child marriage, *Girls Not Brides* is committed to learning from the experiences of our members and partners on what works to end child marriage.

Key responsibilities

Based in the *Girls Not Brides* office in central London, the successful candidate will have the following responsibilities:

Prospect research, proposals and reports

- Conduct research and analysis, and prepare background briefs on prospective donors.
- Prepare reports for funders including completing the initial drafting of *Girls Not Brides* annual and mid-year reports.
- Coordinate and support the drafting, editing and submission of grant proposals.

Girls Not Brides: The Global Partnership to End Child Marriage

Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Girls Not Brides: The Global Partnership to End Child Marriage is a company limited by guarantee (Reg. No. 8570751) and a registered charity in England and Wales (Reg. No. 1154230)

Internal fundraising system management

- Organise and contribute to regular fundraising check-ins.
- Track action points related to fundraising and funder relationship management.
- Track proposal submission and reporting commitments in grant agreements and ensure they are part of internal planning and are met.
- Maintain and update database records.
- Respond to fundraising enquiries.
- Support the CEO in reporting to the Board on the status of fundraising outreach.

Build relationships with donors (focused on government donors and private foundations)

- Liaise with *Girls Not Brides'* existing and potential donors around applications and grant compliance, as well as sharing new products, and involving them in relevant *Girls Not Brides* activities.
- Support or project manage donor-related meetings and events, and other opportunities for donor engagement as applicable.
- Carry out any other funder-related projects.

Wider responsibilities of *Girls Not Brides* team members

- Commit to the mission and vision of *Girls Not Brides*, putting them at the forefront of all planning, work and actions.
- Uphold the core values of *Girls Not Brides* in all areas of work and interactions with colleagues, members, partners and other stakeholders.
- Comply with *Girls Not Brides* policies and processes, with particular note for safeguarding, the code of conduct and data protection.
- Ensure that internal databases and monitoring information are kept fully up-to-date.
- Commit to ongoing personal development and learning.
- Fulfil any other reasonable requests for the advancement of the *Girls Not Brides*.

Person specification

Essential

- Professional experience of successful fundraising and donor engagement, preferably within a similar sector.
- Demonstrable experience of writing successful funding bids for grant making trusts, private foundations or governments.
- Understanding of charity fundraising and grant management activities.

Girls Not Brides: The Global Partnership to End Child Marriage

Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Girls Not Brides: The Global Partnership to End Child Marriage is a company limited by guarantee (Reg. No. 8570751) and a registered charity in England and Wales (Reg. No. 1154230)

- Excellent written communication skills, with the ability to write effectively for different audiences.
- Strong analytical skills and ability to interpret and synthesise qualitative and quantitative data and evidence from different sources.
- Excellent people and relationship management skills, including the ability to interact with people from different backgrounds and cultures.
- Highly organised with excellent information management skills.
- Strong strategic thinking and problem solving skills and ability to appraise options and adapt plans as required.
- Excellent written and spoken English with an eye for accuracy and attention to detail.
- Strong commitment to the mission and values of Girls Not Brides including understanding of approaches to empower girls and women and support gender equality.
- Proficiency in the latest versions of MS Word, MS Excel, PowerPoint and use of databases.
- Degree-level qualification in a relevant area or proven professional experience in a related field.

Desirable

- A qualification in a relevant area, such as fundraising, public policy, development studies, international relations, human rights, gender issues.
- Proficiency in French or Spanish.
- Programmatic experience of working on child marriage or broader work on empowerment of girls and women.

At *Girls Not Brides*, we are committed to the wellbeing, empowerment and rights of children, and to safeguarding children from harm in all of our activities. *Girls Not Brides* aims to promote an environment of trust and understanding where the welfare of children is paramount. You will be expected to adhere to the *Girls Not Brides* Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children in accordance with agreed procedures.

Salary range: £30,000-£35,000, depending upon experience, plus a generous benefits package

How to apply

We are an equal opportunities employer and we welcome applications from all suitably qualified persons. To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@GirlsNotBrides.org by 23:00 GMT on

Girls Not Brides: The Global Partnership to End Child Marriage

Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Girls Not Brides: The Global Partnership to End Child Marriage is a company limited by guarantee (Reg. No. 8570751) and a registered charity in England and Wales (Reg. No. 1154230)

Friday 22nd March 2019 clearly stating “Donor Engagement Associate” and your name in the subject line.

First round interviews will take place on **Friday 29th March** and final interviews will take place on **Monday 8th April** in our London office.

We regret that due to the large number of applications anticipated, only shortlisted candidates will be contacted.

Girls Not Brides: The Global Partnership to End Child Marriage

Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Girls Not Brides: The Global Partnership to End Child Marriage is a company limited by guarantee (Reg. No. 8570751) and a registered charity in England and Wales (Reg. No. 1154230)