



EWB Long Term Fellowship 1Billion Africa

Role: Head of Fundraising

Venture: 1Billion Africa

Website: www.1billionafrica.org

Location: Accra, Ghana

Start Date: Full-time Training in Toronto (accommodation provided) beginning October 1st 2017, departure for placement October 22nd 2017

Duration: 3 weeks of training in Toronto, 12 months in Ghana

Engineers Without Borders Canada (EWB) is a Canadian NGO that invests in people and ventures to create a thriving and sustainable world. Bolstered by its network of 40 chapters and 1300 members, EWB provides seed funding, talent and mentorship to social enterprises throughout Sub-Saharan Africa. For more information on EWB, visit <http://ewb.ca>.

The EWB Fellows Program

The EWB Fellows Program exists to develop a cadre of Systems Change Leaders by equipping them with the opportunities, competencies and skills needed to build a more thriving and sustainable world. Every year we recruit 25-30 outstanding people for the 12-month Fellowship, placing successful candidates in one of our early-stage Ventures located throughout Sub Saharan Africa. This Fellowship opportunity is with 1Billion Africa and is based in Dome Pillar Two, Accra. Ghana.

About 1Billion Africa

1Billion Africa is a not-for-profit Civil Society Organization registered and based in Ghana and with the mission to turn community problems into social and economic impact projects, and to empower the youth to act on the problems they see. 1BA operates by running Projects, engaging in Advocacy and providing Support services for grassroots youth who seek to turn problems into projects and organizations running impact projects.



About the role

1Billion Africa is growing gradually having been founded in 2013. At our growth phase as an, organization, several elements are required for our steadiness and sustainability. One of the major elements here is fundraising. This has been one of our areas of weakness unfortunately. As an organization that seeks Africa's true development, we feel if we get a Fellow from EWB/Canada with great fundraising skills, 1BA would grow stronger to impact more and more. A candidate with innovative fundraising skills, leadership abilities, drive and passion to join #Team1BA for 12 months to achieve results would be one of the best opportunities we ever got. And we do appreciate this investment from EWB.

Job Purpose

The purpose of this role is to ensure that 1BA has the financial resources to deliver on its mission of modeling community problems to projects. The Fundraising Manager will play an instrumental role ensuring that our fundraising strategies and practice exceed this ambition/goal.

The post-holder will do this by working with colleagues across the organisation to ensure that challenging fundraising targets are met, that our contractual obligations with donors are adhered to with strong stewardship of these strategic relations, and that new donors are brought on board. The role coordinates all types of fundraising including statutory, philanthropy, private sector, trusts, and mass audience. It works directly alongside colleagues, themselves engaging with donors, to develop compelling proposals, and provide strategic support and direction for organisational and programme fundraising. It also works throughout the organisation to mobilise and align communications, media and advocacy activity to engage supporters.

General Criteria

1BAs' staff operate in a spirit of programme partnership, which demands team-work and collaborative decision-making, transparency and mutual respect, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.



As a Head of Fundraising for 1Billion Africa, your responsibilities will include:

a. Developing fundraising strategies

- Take forward and develop an organisation-wide fundraising strategy and workplans including tactics for raising unrestricted income.
- Advise and assist the Executive Office and all Programme Directors in devising and implementing fundraising strategies for their programmes and specific projects and review their implementation on a regular basis.
- Contribute to 1BA's strategic and annual planning processes having ownership of the fundraising part of the overall process.

b. Raising income and coordinating fundraising and reporting

- Assist all teams in planning, writing and editing funding proposals to comply with 1BA's fundraising guidelines and standards, paying particular attention to our accountabilities and ensuring that applications meet donor guidelines.
- Develop and improve the effectiveness of the organisation-wide oversight, monitoring and coordination of fundraising and reporting.
- Ensure that accurate and up-to-date information is maintained on all submissions, grant-funded projects and donors in relevant databases and filing systems.
- Help improve programme team's fundraising skills, capacities and systems.
- Work with the Director of Projects to ensure that funding proposals comply with 1BA's developing best practice in monitoring and evaluation plans.
- Coordinate cross-programme funding and reporting arrangements, acting as the lead person setting plans and organising meetings.
- Ensure that donor reports meet requirements and contracts, and that they are of a high standard and submitted on time.
- Take the lead in developing our capabilities to enter into framework agreements and underlying contracts.
- Produce up-to-date reports for staff, management and the Board.
- In liaison with programme teams advise partner organisations and help them to build their fundraising capacities and knowledge.



c. Other responsibilities

- Line-management of the Fundraiser and consultants and occasional volunteers.
- Be responsible for the fundraising budget.
- Keep the fundraising section of our website up to date.
- Lead in organising fundraising events.
- Contribute to organisational processes of learning and policy formulation.
- Participate in internal meetings and communications.
- Travel as required and when.
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.

Sound exciting? Here's who we are looking for.

Skills & Qualifications

Candidate must:

- Undergraduate degree in related field required, a second/Masters degree is an additional advantage
- Be skilled in business development, impact investment assessment, fundraising and project management.
- Have knowledge of fundraising best practices
- Have knowledge of donors that support work in our sector (for e.g. DFID, EC, USAID, UK trusts and foreign ministries).
- Have knowledge of programme design, monitoring, evaluation and reporting.
- Have ability to read and write fluently in English
- Excellent cross cultural communication skills
- Experience working in Africa considered an asset

Please note: You must be a Canadian citizen or permanent resident in order to apply. No exceptions.

Compensation

All costs relating to the placement are either paid for directly by EWB (airfare, insurance, vaccinations, trainings) or indirectly through a living stipend, which covers food, living expenses, local travel, etc. Fellows also receive an honorarium that can be used to assist with repatriation costs that is provided after completion of 12 months.



contract. The stipend covers basic living expenses for a modest lifestyle in your placement country. You should not expect to save money during this year or use the stipend to cover previous expenses (ex. student loans).

Additionally, EWB offers a range of benefits including insurance, a settlement allowance, professional development opportunities, and more.

Application Instructions

Submitting your application for the EWB Fellowship involves two steps:

Step 1: Under the subject line “Head of Fundraising -1BA”, submit your CV/Resume to ltfrecruitment@ewb.ca.

Step 2: Complete the [following online application form](#).

We **highly encourage** applicants to apply for more than one role as this is a highly competitive program. If you would like to submit your candidacy to more than one role, please fill out separate forms.

Applications will be reviewed, and interviews scheduled on a rolling basis, so please submit your application as soon as possible. If the posting is still on our website, consider the role available.

For further detail about EWB, please read our Fellowship FAQ, [our website](#).