

The Karen Hilltribes Trust (KHT)



Fundraising Manager

Position Overview

Title:	Fundraising Manager
Responsible To:	The Director of KHT
Location:	Remote, UK Based – ability to travel to Thailand will be required.
Contract:	Part time 21 hours per week – £25,000 FTE per annum
Timeframe:	12 months (possibility of extension)
Probation Period:	Three months
Expected Start Date:	4 th January 2022 – start date can be flexible

Background

The Karen Hilltribes Trust (KHT) is a UK registered Charity that has worked in Northern Thailand for the past three decades. Our mission is to partner with Karen communities to improve their health, livelihoods, and access to education. By taking a holistic approach to the complex socio-economic issues at hand, we aim to achieve sustainable change by empowering Karen communities to improve their own lives.

As a community-led organisation, KHT's model starts and finishes with the Karen People of Northern Thailand. Our unique approach is based on the expressed needs of target communities and involves their local knowledge in all stages of our projects, including design, implementation, maintenance, and evaluation. Projects are focussed on promoting self-reliance leading to improved well-being, whilst helping Karen communities retain their unique identity and culture. Not only does this approach guarantee projects have a positive impact in the community, but also ensures community ownership and supports long-term sustainability.

Since 1986, KHT has transformed the health and well-being of over 55,643 people through the provision of clean drinking water, improved sanitation facilities and hygiene education; secured agriculture as a sustainable livelihood for more 18,901 farmers through the construction of flood-resistant irrigation systems; and increased accessed to education for 17,693 children and young people through school meals, transport and accommodation, and higher education scholarships.

Main Purpose of The Position

The Fundraising Manager will work closely with the Thai-Karen team and Director of KHT to secure funding to support the successful operation of the charity and implement projects in KHT's three key programme areas: Community Health; Sustainable Livelihoods; and Access to Education. The role will be primarily desk based but with opportunities to travel to the field. The successful candidate will be directly responsible for:

- Developing and implementing KHT's fundraising strategy;
 - Applying for grants from foundations, corporations, and individuals;
 - Implementing KHT's volunteer strategy, ensuring it provides funding to KHT's projects;
 - Ensuring our donors are engaged with high quality materials.
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Main Duties and Responsibilities

The Fundraising Manager will be responsible for the following duties:

1. Develop and maintain a fundraising strategy with the Director, paying particular attention to increasing unrestricted funding opportunities.
 2. Help develop and implement a CSR strategy to better engage corporations.
 3. Manage grant applications for our projects to existing and new funders, who may be foundations, corporations, or individual donors.
 4. Research new grant and funding prospects in the UK, Thailand, and the US.
 5. Recruit volunteers to join our projects in Thailand, organically and potentially through partnerships.
 6. Manage KHT's annual fundraising trek in Thailand, including recruiting participants, maintaining regular communication and event planning with the Thai-Karen team.
 7. Ensure that the organisation communicates regularly with its supporters, tailoring messages to its different fundraising 'circles' to increase engagement and donations.
 8. Ensure that the organisation complies with fundraising regulations set by the Charity Commission, Fundraising Regulator, and other relevant bodies.
 9. Visit our team in Northern Thailand on an occasional basis (likely once a year) to better understand our work on the ground and support fundraising initiatives.
 10. To perform other such duties as may be required by the Director, which are consistent with the responsibilities of the post.
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Person Specification

You'll likely have:

- Several years of experience in a relevant role fundraising for registered charities.
- Demonstrable success in securing funding through grant applications and by engaging donors.
- Excellent written and verbal communication skills, with the ability to produce high-level written communications in English and adapt writing style for an array of different audiences.
- Knowledge of Charity Commission/Fundraising Regulator regulations pertaining to fundraising.
- High level of computer literacy and a proficiency in Microsoft Office.
- Confidence to present the work of the charity to donors and supporters.
- Capable of working within different cultures and with teams from different economic and cultural backgrounds, where English might not be the first language.
- Well organised, able to prioritise effectively to meet deadlines.
- Have a proactive, flexible, and patient attitude.
- Right to work in the UK.

Other skills that would be useful:

- Experience of using Donorfy.
- Experience working with analytics and Search Engine Optimisation (SEO) to drive website performance.
- Experience working with social media analytics to drive social media engagement.
- Experience of working in international development or for a small UK charity.

Benefits

- £25,000 FTE for 21 hours a week.
 - Opportunity to travel to Thailand, with at least one paid visit per year if travel allows.
 - Flexible and remote working whilst in the UK.
 - 5% employer contribution to pension after probationary period.
 - 25 days per year FTE paid holidays, plus bank holidays in England and Wales
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To Apply

To apply, please send your CV and a two-page cover letter, addressing how you meet the person specification, in English to hello@karenhilltribes.org.uk before the closing date. Please make sure to state the job title in the subject row of your email.

The closing date for applications is 11.30pm (GMT), Sunday 12th December 2021. Interviews will be held on a rolling basis as and when applications are received until the position is filled and will be conducted remotely via video conference. We encourage early applications so not too miss out.

Unfortunately, only shortlisted candidates will be contacted. If you do not hear from us within three weeks of the closing date, then unfortunately your application has not been successful.