



Job Title	Fundraising and Finance Coordinator
Hours	30 hours per week. Can be worked flexibly.
Salary	FTE £26-29K (pro rata), depending on experience.
Contract	4 days per week, permanent contract after probation period.
Line Manager	Executive Director
Location	Based in Edinburgh or distance-working
Closing date	Applications must be received by 5pm Wednesday 8 th January 2020. Successful applicants will be notified on Thursday 9 th January.
Interview date	13 th January 2020
Start Date	1 st March 2020 (earlier start date possible)

For more information: www.lifemosaic.net / job@lifemosaic.net

To apply please send CV and completed application form to job@lifemosaic.net

About LifeMosaic

LifeMosaic supports communities and movements to protect their rights, commons and cultures and to vision and determine their own futures. We work with indigenous communities in South-East Asia, Africa and Latin America that are being marginalised and whose natural resources and cultures are under threat. We also work with visionary communities that are championing community-led approaches to self-determined development and those defending their territories and cultures.

We are an indigenous rights and community empowerment organisation and our work is rooted in mandates from indigenous movements. We are currently working towards organisational growth and transformation that would allow us to empower more communities to protect their threatened cultures, ecosystems and lands. We currently have requests to support groups in some of the most biologically and culturally diverse areas on the planet (Indonesia, Papua New Guinea, Philippines, Tanzania, Cameroon, Peru and Colombia); to strengthen international networks and movements; and to share our expertise closer to home.

We are seeking a Fundraising and Financial Coordinator to provide us with the capacity to accelerate organisational growth in order to broaden our reach and deepen our impact.

Job description

We are looking for a skilled **Fundraising and Finance Coordinator** to join our core team. This is an exciting and varied role with opportunity for development. This post aims to unlock organisational growth, particularly to sustainably expand the organisation to meet the increasing demand that we are experiencing from indigenous partners and movements. The successful applicant will be working closely with the Executive Director and the Board of Trustees, as well as with funders, staff, and partner organisations.

The Fundraising and Finance Coordinator post will cover:

Fundraising Coordination

- Manage and grow our portfolio of small, medium and large trust and foundation supporters, building personal relationships where possible.

- Develop high quality, compelling written proposals to secure restricted and unrestricted funding in line with our ethical fundraising policy.
- Develop and implement proposals for innovative approaches to fundraising.
- On occasion, support LifeMosaic's partners to apply for and report on joint funds.
- Monitor fundraising income and its relation to budget forecasts and reports.
- Liaise with colleagues and partners to develop high quality updates, proposals, budgets and reports in line with deadlines.
- Track our commitments to partners and funders, and ensure project implementers are on schedule.
- Contribute to overall strategic and budget planning as required.
- Actively participate in and coordinate Fundraising team meetings and events.

Financial Management and Administration

- Manage and maintain financial record keeping, bookkeeping; management accounts, banking, payroll and insurance etc. including working with a range of foreign currencies.
- Monitor expenditure and prepare and manage regular budgets and reports for the Executive Director, the board and funders; and annual accounts for OSCR.
- Receive all receipts and ensure expenses payments are appropriately reimbursed. Ensure compliance with OSCR, Companies House and HMRC requirements.
- Negotiate and where required put in place Partnership Agreements or Funding Agreements with such external organisations as are required.
- Prepare for, attend, record, and provide verbal and written reports for regular meetings with the Executive Director and staff, as well as for board meetings.
- General office management including logistical and film dissemination support.
- Work flexibly on occasion, as required by the LifeMosaic, and carry out any other reasonable duties as required by the Executive Director and Board of Directors.

Essential Experience and Skills

The following provides an indication of the qualities we believe will provide a good fit, but not all suitable applicants will have all of these. **If you would love to do the job, and believe you can demonstrate abilities that will enable you to succeed in the position, we would still love to hear from you.**

Skills and Experience

- Proven experience of successful fundraising to a target, and excellent knowledge and understanding of the key principles and methods of fundraising from trusts and foundations and/or major donors.
- Proven fundraising and fund management skills including experience in creating and managing budgets
- Excellent written and verbal communication skills, with the ability to engage and inspire different audiences through proposals, presentations and other tools.
- Ability to understand and summarise complex information and align donor interests with different areas of LifeMosaic's work.
- Proven experience of financial management and bookkeeping.
- Highly computer literate with excellent Excel skills.

Commitment

- Passionate and demonstrable commitment to LifeMosaic's values.
- Passion for social and environmental justice and an ability to enthuse and inspire others to support LifeMosaic's work.

- Excellent attention to detail and accuracy.
- Proactive and self-motivated, with ability to use own initiative.
- Ability to handle pressure and tight timescales, meeting and monitoring deadlines and targets.
- Highly organised and efficient, with excellent communication skills.
- Impeccable record of honesty and probity.
- Ability to be part of a long-distance team.

Additional Desirable Experience

- Knowledge of VT Transaction+ and Moneysoft Payroll Manager software.
- A knowledge of charity accounts and an understanding of the charity/third sector.
- Experience in working with range of foreign currencies and with a wide range of stakeholders.
- Knowledge of Spanish, Indonesian or French.