

Job Description	
Job Title:	Fundraising and Partnerships Coordinator
Location:	Hybrid between office and home (Dubai-based role)
Reports to:	Operations Manager
Contract type:	Permanent full-time role
Direct Reports:	Fundraising Assistant

OVERALL PURPOSE OF THE JOB

The job holder is accountable for the development and implementation of the fundraising strategy working closely with the CEO, COO, Project Coordinator, corporate partners, volunteers and Sparkle's Marketing Coordinator who is responsible for the marketing strategy and the Malawi based team. The role will include overseeing the Fundraising Assistant and potential Fundraising Intern.

The key objective is to generate new income, establish new partnerships, manage existing donors, and work with our existing partners to ensure a positive ongoing relationship.

The key elements of the role are as follows:

- Develop and manage an integrated fundraising strategy for The Sparkle Foundation that will generate income targets to enable strategic objectives to be delivered over the next three years and beyond.
- Manage and deliver all fundraising activities for The Sparkle Foundation, securing funds from a comprehensive range of income streams including grants pipeline, individual and committed giving, legacies, tax effective giving (gift aid and payroll giving), community fundraising to include groups/clubs/schools, corporate and new major donors /philanthropy, and an events portfolio.
- Keep up to date with relevant legislation, Data Protection/GDPR, and best practice within the fundraising sector, and ensuring this is reflected and embedded accordingly in Sparkle's activities so that the charity remains legally and ethically compliant. This will be across both the UAE and UK.
- Determine the need for fundraising volunteers and interns informing the recruitment process, train and manage the volunteers and interns.
- Account Management of current Sparkle Partnerships. Ensuring they have up to date information on the charity and support in their fundraising events throughout the year.

RESPONSIBILITIES

Fundraising Strategy

- With the support of the CEO and partners, lead, develop and implement a sustainable fundraising strategy for Sparkle, ensuring fundraising supports and contributes to the organisation's strategic plan.
- Manage annual activity plans with at least one major event and one virtual online event per quarter
- Ensure that Sparkle has a diverse income stream portfolio, through an appropriate mix of activity which maximises ROI.
- Lead weekly fundraising committee meetings and contribute at quarterly strategic planning meetings.
- Lead fundraising financial/budgetary planning strategy

- Remain abreast of fundraising standards, trends and best practice, taking responsibility for maintaining own learning and attending training as required across both the UAE and UK
- Liaise with Dubai Humanitarian and Islamic Affairs and Charitable Activities Department (IACAD) to ensure we have all the correct fundraising licenses for both Sparkle and any of our partners campaigns/events

Fundraising Activities

Grants

- Develop a grant pipeline from a portfolio of Trusts and Foundations, statutory bodies and international development funding
- Ensure colleagues in Malawi provide data for grant applications
- Write grant applications and at times support colleagues in Malawi who will write local grant applications
- Support the Programmes Director to ensure effective compliance reporting on successful grants

Individual and committed giving

- Research prospective funders to develop compelling and effective applications for funds to support the work of Sparkle.
- Develop and grow the individual supporter base, working closely with Sparkle's existing supporters, volunteers and trustees to increase support at grass-roots level.
- Cultivate and nurture relationships with funders, donors and sponsors, keeping accurate and up-to-date records of all communication, applying robust account management to maximise future funding potential.

Legacies

- Introduce a legacy programme for Sparkle.
- Introduce a dowry programme for Sparkle.

Tax effective giving (UK)

- Ensure maximum benefit is gained from UK Gift Aid.
- Develop a payroll giving programme, increasing the number of corporates involved.

Community Fundraising

- Develop and deliver a strategy for community fundraising, including the development of relationships with clubs/societies, schools and to introduce a volunteer network to help with the expansion and growth of community fundraising.

Corporate Fundraising

- Further develop the corporate giving programme, nurturing relationships and working to identify to best ways of engagement for a corporate, including events, payroll giving, pro-bono support and gifts in kind.

School Fundraising

- Work with school partners to raise awareness
- Work with Cognita Intern to develop and implement fundraising campaigns and initiatives within schools to raise fund and awareness for The Sparkle Foundation (not exclusive to Cognita Group schools)

Major donors/philanthropy

- Work closely with the Project Coordinator and Fundraising Assistant to manage existing and develop new major donor relationships, with due account management plans in place.

Fundraising Events

- Develop an appropriate calendar of events, both in house and third party, for individuals and corporate teams across the year that will maximise funds from events.
- Plan and support with the Annual Sparkle Gala.

General

- Provide the CEO, COO and Trustees/Board with monthly updates related to KPIs and fundraising targets
- Develop and support fundraising functions/activities across all markets/regions (UK, UAE, US and Malawi).
- Represent the organisation at external forums and events, building relationships that will enhance our fundraising capacity.
- Work closely with the Marketing team to ensure effective promotion of all fundraising activities across all of our media and social media accounts.
- Inspire colleagues, trustees and volunteers to support fundraising, supporting colleagues at all levels to pursue fundraising opportunities where they own relationships with potential donors or sponsors.
- Explore other income generation opportunities and make recommendations as to their fit with Sparkle's fundraising strategy.
- To communicate the fundraising "ask" across all platforms and media working with the Marketing team.
- Ensure all fundraising activities are ethically and legally compliant.
- Ensure Sparkle is aligned with the UAE CSR strategic objectives
- Ensure Sparkle can align with a companies ESG reporting for the social aspect

Fundraising Management

- Drawing on internal administrative support as required, ensure robust donor stewardship so that Sparkle is corresponding regularly with supporters and that all gifts are responded to in a timely and appropriate manner.
- Work with the Admin Coordinator to manage and maintain Beacon CRM system in relation to donors / grants, ensuring all contact details are saved and updated.
- Work closely with colleagues including the CEO, to ensure impact measurements are captured, recorded and reported correctly on all funded activities.
- Provide CEO and other key stakeholders with updates on fundraising strategy, plan and activities and produce quarterly reports on status and pipeline for trustee meeting.
- Work closely with Finance department to ensure accurate and detailed income activity reporting is maintained.

Partnerships management

- Work with our Partners to update on them throughout the year on Sparkle activities and progress.
- Support Partners with ideas and fundraising ways throughout the year.
- Be the direct contact for all partners and ensure effective management of all accounts
- Ensure Sparkle is legally compliant with all of the partnership agreements and everything required from Sparkle is implemented

WORKING RELATIONSHIPS

- Work closely with the Marketing team
- Work with Sparkle Finance team
- Work alongside Corporate Partners / Donors who may support events, fundraising activities and marketing initiatives
- Work closely with the Malawi based team, providing them with guidance and support for local based grants and ensuring that they provide data for all fundraising activities

IDEAL EXPERIENCE, SKILLS & PERSONAL ATTRIBUTES

- Strong affinity with the mission and values of The Sparkle Foundation and the voluntary and charity sector.
- Knowledge of the requirements of the Charity Commission and fundraising best practice.
- Proven experience of fundraising for an international development charity with specialism in writing grants and experience of managing a wide range of income stream activity.
- Ideally a member of the Chartered Institute of Fundraising
- An understanding of GDPR and how it informs marketing initiatives, the management of donors etc
- Ability to assist in community events and activities
- Excellent interpersonal skill and ability to work with a wide range of internal and external stakeholders, including colleagues based in Malawi
- Ability to plan, develop and achieve objectives, meet deadlines and multitask
- Friendly, positive and personable manner with a flexible approach and high level of energy and determination
- Ability to work without lots of supervision and make decisions
- Highly organised with excellent attention to detail
- Excellent standard of written English, ability to write clear formal letters and emails
- Excellent IT skills including MS Office, experience of database use (ideally Beacon), with proven ability to learn new systems.

Working Hours & Benefits

This is a full-time role based in Dubai, working 40 hours per week. The postholder will be expected to work four days in the office and one day from home. Occasional flexibility may be permitted within reason, subject to operational needs and line manager approval. Annual leave entitlement is 22 days (pro rata) plus UAE public holidays, in line with MOHRE regulations. Some evening or weekend work may be required to support events and key activities, with time off in lieu provided. The role is offered on a permanent contract, subject to a six-month probation period.

We offer a supportive and collaborative working culture, with opportunities for professional growth and the chance to make a meaningful impact through our work.