

## Fundraising Manager Role

### Background

This position is for the role of Fundraising Manager within NjordFrey Ltd. We are a registered social enterprise in Rwanda, looking to provide smallholder farmers with advanced farming solutions, in the form of aquaponics, to decrease levels of malnutrition for their communities while increasing economic growth.

In 2021, we are launching our flagship farm and expanding the team as we move from planning into implementation.

### Fundraising Manager Role

This role can be divided into the following key components:

#### Grant Application

As we are in the process of building our pilot aquaponic system (MVP) on our farm site in Kayonza, Eastern Rwanda, we require someone to apply for various grants which fit with NjordFrey's social enterprise impact goals, in order to secure financial stability throughout the pilot phase. The role will mostly focus on grant application, with this we offer a lot of autonomy. This includes:

- Creating a comprehensive grant registry.
- Maintaining and tracking the grant registry, to ensure deliverables are aligned with application dates, purpose etc.
- Understand the NjordFrey mission, methods, and impact goals.
- Align application with the NjordFrey brand.
- Apply for grants at volume.
- Report to management on grant status on a weekly basis.

#### Generate Written Material

We have a lot of current stakeholders and with any successful grant application this list will expand. To update these stakeholders with the progress, challenges and opportunities of the social enterprise, a certain amount of written material will have to be created. This serves to satisfy current stakeholders but is also required as part of 'Monitoring and Evaluation' requirements successful grant application. We expect the applicant to be a creative self-starter and offer room for this. This includes:

- Translating the NjordFrey goals into categorised background material.
- Aligning these goals with the UN SDGs.
- Understanding and distilling the grant/foundation expectations.
- Aligning the NjordFrey goals with the grant.
- Collaborating with NjordFrey Communication Officer.
- Assisting with general brand management.
- Updating existing written material.

### Reporting Structure

- Build a reporting structure to be used after successful grant applications. This serves to be compliant the grant consignors' requirements, as well as building good relations with set organisations. The applicant must be capable for navigating these social, ethnic, and political structures and sensitivities.
- Reporting on a weekly basis to management on progress, challenges and opportunities available related to grants and general fundraising.

### General

- The role will mostly require applying and reporting in English, but capacities in other languages is welcomed in addition.
- The Fundraising Manager will report to both members of the senior management team, though a proactive attitude to manage tasks independently is welcomed in the role.
- Great verbal and written communication skills are essential for the role.
- This is a non-exhaustive list of duties. The role is dynamic and offers great variety and suits someone who is adaptive, flexible and a positive outlook.
- Critical thinking and problem solving is key to the position, as it is to any position in the company.

### **Compensation:**

The compensation in this role will be commission based at competitive industry rates.

### **Experience/Skills:**

We are looking for someone with:

- A background and proven experience in fundraising, grant management or similar.
- Experience in working directly with an international group of people.
- Experience from the development sector, social enterprises or similar.
- Excellent reporting skills.
- Excellent written and verbal English.
- Kinyarwanda, Danish, French, and other language skills is a bonus.
- Positive and flexible outlook and interested in working in a team environment.
- Good time keeping and proactively managing tasks is key.

Duration: 12-month assignment

If interested, please send a cover letter and CV to [lars.hededam@njordfrey.com](mailto:lars.hededam@njordfrey.com) with the role description in the subject line.