



# Terms of Reference

## Fundraiser

### ABOUT FIELD READY

Field Ready is a non-governmental organization that is dedicated to bringing innovation to international aid. Our vision is to meet humanitarian need by transforming logistics through technology, innovative design and engaging people in new ways. In the short-term, we address humanitarian and reconstruction needs with a unique problem-solving approach. In the long-term, we are transforming the way aid is delivered worldwide. The impact of this is dramatically improving efficiency in aid delivery by meeting people's needs wherever they are found. Field Ready is a US-based non-profit charity (501c3); more information can be found at [www.fieldready.org](http://www.fieldready.org).

### POSITION SUMMARY

Field Ready is expanding its programming in response to the number of ongoing and incipient humanitarian concerns worldwide. The organization has developed a successful track record with institutional donors and would like improve its approach to major donors and foundations/trusts. A talented Fundraiser is sought to join Field Ready's team to spearhead this effort.

An effective Fundraiser will combine relevant technical know-how with excellent people skills. The best candidate will be highly adaptable and be able to get things done under challenging conditions. This is a special opportunity for an entrepreneurial minded, self-starter, who wants to make a last impact on vital humanitarian work around the world.

The consultancy will be for a fixed 6-month term, with the possibility of extension. Consultancy fees will be based on industry standards stemming from the successful candidate's track-record and organizational resources. There is full flexibility in terms of location and work hours. Travel is not expected with this consultancy.

### RESPONSIBILITIES

The following is an illustrative scope of work. The Fundraiser will be expected to provide leadership in developing this position further.

- Familiarize themselves with Field Ready's approach, current and future programming and priority deliverables.
- Work closely with colleagues responsible for management and program implementation. This will likely involve attendance on weekly conference calls.
- On the basis of above, develop a funding needs assessment.
- From discussions with internal key stakeholders, identify potential funders particularly major donors (wealthy individuals and families) and philanthropic organizations (foundations and trusts) as well as select other categories (e.g., corporations).
- Having identified both the funding needs and potential funding sources of funding, work with management to match funding sources against priority areas.
- If needed, review proposals that have been developed over the past year and identify reasons why fundraising has or has not been successful.
- Identify key funding priorities and funding sources and, building on previous funding proposals, develop high quality proposals.
- When appropriate, write and package funding bids/applications.

## **DELIVERABLES**

1. By the end of the first month, develop a draft a fundraising plan for the rest of the consultancy, identifying funding needs, gaps and potential sources.
2. Regular reporting and information sharing during the consultancy (as agreed upon in the first days of the consultancy and following submission of the fundraising plan).
3. Develop at least three high quality proposals responding to priority needs in supporting Field Ready's scale up.
4. Depending on the situation in the last month of the consultancy, produce either a draft strategy, set of recommendations or action plan for the next period (e.g., this may cover the next phase of the consultancy, focus on improving the effectiveness of fundraising, and/or serve as the basis of fundraising for the period 2018-2023).
5. By the end of the consultancy, raised at least \$500,000 in grant funds/gifts.
6. By end of consultancy, have identified new funding opportunities (with high probability) of more than \$4 million a year to enable Field Ready scale up and to effectively carry out its mission.

## **KEY CHARACTERISTICS & QUALIFICATIONS**

The best candidate will possess the following attributes. This person:

- Is passionate about our work and can see the value in transforming the sector.
- Has a commitment to humanitarian principles and an interest learning Field Ready's approach
- Can "dream big" and is not afraid to think outside the box. They will be able to bring new ideas to the table while being able to strategize a plan of how to make them a reality.
- Is flexible and is a creative thinker able to find and create new giving opportunities for programs.
- Is a people person. Networking is second nature and they will be able to not only lead an engaging conversation, but are also able to lay the foundation and nurture relationships with various people.

The best candidate will have the following competencies (required):

- At least five years of relevant experience in fundraising among major donors and/or foundations/trusts.
- Strong understanding of donor research, identification, cultivation and solicitation.
- Proven success in asking for and closing gifts and building/maintaining relationships with active donors.
- Knowledge of and familiarity with the international aid sector and opportunities to fundraise therein.
- Bachelor's degree and good analytical, writing and presentation skills.
- A good sense of humor and an understanding/readiness to work with an organization experiencing growth.

## **TO APPLY**

Submit a cover letter that describes your qualifications, reasons for applying and understanding of the requirements outlined above (including a detailed description of how you will accomplish the deliverables). This letter should be in English and be no more than two pages. Please submit this cover letter along with your detailed CV to: info (at) fieldready.org. The title "Fundraiser" must be included in the subject line.

Applications will be reviewed on a rolling basis until a suitable candidate is found and this notice is withdrawn from our website. Given the high volume of applicants we expect for this position, only short-listed candidates will be contacted and some may be asked if they are interested in joining our roster for future emergency deployments. Thank you for your interest and understanding.