

MONITORING, EVALUATION AND FUNDRAISING ASSISTANT

Remuneration:	£25k per annum
Role type:	Full time
Tenure:	1 year with possibility of extension
Location:	London
Responsible to:	M&E and Fundraising Manager
Deadline for Applications:	Friday 07 September 2018 by 12 PM
Interview Dates:	Monday 10 September 2018
Expected Start Date:	Monday 08 October 2018

THE AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

[AFFORD](#)'s mission is "to expand and enhance the contribution of the Diaspora to Africa's development". AFFORD is a pioneer and innovator in the field of policy and practice of 'diaspora and development'. It continues to act as a catalyst, concept-tester and exemplar in the sector; it seeks out, supports and enhances the capacity of actual and potential change-makers amongst diaspora organisations and individuals.

In June 2016 AFFORD added an exciting and innovative new programme, Diaspora Finance and Investment (DFI) to its growing list of projects. Co-funded by [Comic Relief](#) and [UK Aid](#) through the [Common Ground Initiative](#), DFI aims to stimulate diaspora investment to create jobs and enhance Africa's social economy. AFFORD believes strongly in the power of Africa's diaspora to drive long-term economic growth and prosperity.

ROLE SUMMARY

The African Foundation for Development (AFFORD) is looking for a new M&E and Fundraising Assistant to join our team, to provide support to our M&E and Fundraising Manager. This is an excellent opportunity for someone who is passionate about international development and wants to support the delivery of impactful projects and the measuring of their impact. You will provide support to a small team in London and to our Africa-based partners to strengthen the programme quality through the whole programme cycle, from planning and design to effective monitoring and evaluation. You will also provide fundraising and research support. This is an excellent opportunity for a dynamic person who wants to gain practical experience in implementing job creation projects in Africa and seeks to strengthen planning, M&E and fundraising skills. You will be working closely with and reporting to M&E and Fundraising Manager.

MAIN RESPONSABILITIES

PLANNING, MONITORING, EVALUATION AND LEARNING

- Supporting the M&E Manager to gather data necessary to assess the progress and impact of the project, working with our staff, grantees and African partners
- Supporting data analysis and documentation processes, including drafting evaluation reports;
- Working with the team to ensure the delivery of quality progress reports and other written outputs;
- Actively monitoring the progress of the projects and meeting of established targets;
- Supporting monthly project reviews and the organisation of other events;
- Supporting M&E Manager to develop strategic and operational plans (including result chains, schedules) and data collection methods;
- Providing research and administrative support when necessary.

FUNDRAISING

- Managing and update the funder portfolio, logging new opportunities and activities;
- Supporting the Fundraising Manager in developing project plans, activity-based budgets and funding proposals;
- Managing fundraising deadlines;
- Identifying fundraising opportunities that would support AFFORD's growth, sustainability and help achieve our organisational objectives

PERSON SPECIFICATION:

- At least two years' experience working in a relevant fundraising, M&E or project support role;
- A degree in International Development, Economics, International Relations or equivalent;
- Excellent communication, interpersonal, writing and editing skills, with exceptional attention to detail;
- The ability to research data from various sources, to analyse findings and present them clearly;
- Strong interest in project planning, development of theories of change and management (or knowledge of project management and fundraising);
- A commitment to working within a small and growing team that goes the extra mile and passion for learning;
- Ability to multi-task, work pro-actively and independently towards both personal deadlines and the goals of the wider team;
- Financial literacy and a proven ability to understand and develop project budgets;
- Fluent written and spoken English;
- Good knowledge of French will be an advantage.

HOW TO APPLY

Please apply by submitting a cover letter detailing your suitability for the post, along with a CV and a 2 – page sample of your written work. This should be emailed to Adja@afford-uk.org by 7th September 2018, 12 PM. Interviews with shortlisted candidates will take place on Monday, 10th September.