

**CLEAN  
AIR  
FUND**



## Job Description

<b>Job title</b>	Fundraising Manager	<b>Location</b>	London, UK Delhi, India Accra, Ghana
<b>Department</b>	Strategic Partnerships & Communications	<b>Length of contract</b>	Permanent
<b>Role type</b>	Global	<b>Job level</b>	Manager
<b>Travel involved</b>	Likelihood of some national and international travel	<b>Safeguarding level</b>	N/A
<b>Reporting to</b>	Head of Fundraising	<b>Direct reports</b>	N/A

### Who we are

Clean Air Fund is a global philanthropic organisation working with governments, funders, business and campaigners to create a future where everyone breathes clean air. We fund and partner with organisations that promote air quality data, build public demand for clean air and drive policy change.

### Clean air for all

We all need clean air. Yet globally 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Over 7 million people die every year as a result of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

But it's far from only a health problem. Since both air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions.

### How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. Our grants, research and other activities are delivered globally, at a country level and thematically.

- Through our global programme, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding.

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- Our work in a small number of 'lighthouse geographies' is designed to test approaches, support change, and learn lessons about what works. We are currently working in India, Poland, Bulgaria, the UK, and Ghana. We will also begin working in South Africa in 2023.
- Alongside our in-country and global activities, we focus on themes such as air quality data, health, and campaigning, as well as specific stakeholder groups such as businesses, to build and support a movement for clean air.

### **What we offer**

Clean Air Fund is clear on what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to reduce air pollution across the globe, working with an exceptionally high calibre team. You would be part of shaping a growing and ambitious organisation, benefitting from our support and commitment to your learning and career development.

In return everyone who works with us is expected to share our values – collaborative, dynamic and evidence-informed – and to do their utmost to deliver our strategic objectives according to their role. As we are growing rapidly, comfort with almost continuous change is vital as is the desire to learn, improve and grow with the organisation.

### **Job purpose**

The Fundraising Manager will work with CAF's senior leadership and their fundraising line manager to support and undertake fundraising in two major workstreams:

- Fundraising efforts that secure further financial support for CAF's pooled fund and priority project offerings.
- Securing further funding for a new flagship programme, Breathe Cities (further info below).

Our strategy is to identify new donors who can help us scale our existing programmes or extend our work to new geographies, while engaging with existing donors to secure continued and enhanced support.

### **Breathe Cities**

Breathe Cities is a highly ambitious and innovative programme, delivered in partnership with C40 Cities, to eliminate toxic air across the world's most polluted cities. Having proven the Breathe project concept through highly successful pilots, Breathe Cities now operate on three continents, while we have secured funding to launch 10 new Breathe Cities soon.

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We are now seeking further, significant funding for Breathe Cities to ensure this initiative will produce transformational results for climate and health in some of the world's most polluted cities.

### **Scope of role**

This role is responsible for identifying new funding prospects, building a pipeline and winning grants from global foundations and other funders to help meet fundraising targets for Clean Air Fund's work.

### **Key working relationships**

Internally, the role will primarily work with:

- Line Manager: Fundraising Manager
- Director of Strategic Partnerships
- Project Director, Breathe Cities
- Programmes team

Externally, the primary contacts will be:

- Prospective and existing donors
- C40 Cities Programmes and Fundraising teams

### **Key accountabilities**

#### **Developing and managing a pipeline of philanthropic funders to support CAF's core and project work (40%)**

- Working with Fundraising Manager and Director of Strategic Partnerships & Communications, contribute towards growing Clean Air Fund's portfolio of donors among the international foundation and philanthropic community
- Working with the line manager, build and manage a pipeline of potential donors through desk-based research, networking, external advisors and Clean Air Fund contacts
- Manage own list of fundraising prospects and develop engagement strategies, with aim of securing funding from them
- Support line manager and Director of Strategic Partnerships in relationship management of prospective donors and preparation of meeting materials

#### **Pipeline development and fundraising for Breathe Cities (30%)**

- Deliver against agreed targets and performance indicators for Breathe Cities fundraising activity



- Through own research and consultation with CAF networks, further develop existing Breathe Cities fundraising pipeline with new donors and funding opportunities

**Develop high quality proposals and fundraising materials and contribute towards relevant external communications (20%)**

- Writing proposals for fundraising opportunities and supporting line manager and Director of Strategic Partnerships where necessary on complex, time intensive proposals
- Working closely with colleagues, develop materials needed for fundraising and lead on their production, ensuring we present our work in clear, credible and compelling ways
- Working with Strategic Partnerships & Communications Director to contribute towards relevant external communications
- Keep up-to-date donor records on CAF's database, AkoyaGo, including all external correspondence and materials, pipeline activity and internal reporting

**Maintain up-to-date knowledge and understanding of philanthropic trends, particularly in relation to climate, clean air and health (10%)**

- Use CAF subscriptions and other sources to obtain updates and news on donors and fundraising trends, using this knowledge to support donor identification and strategic relationship building.

**Person Specification**

**Essential technical competencies**

- Demonstrable track record in securing high-value grants from grant making foundations and trusts and/or individuals
- Self-motivated and entrepreneurial, confident in making approaches to and communicating with senior staff and philanthropists
- Strong knowledge of fundraising regulations and best practice
- Skilled communicator with the ability to quickly assimilate complex information and package programme work into engaging and compelling pitches and proposals
- Adept at meeting deadlines and managing competing priorities
- Ability to represent Clean Air Fund credibly with range of audiences, including senior level donor representatives and grantee partners

**Desirable technical competencies**

- Experience of health, environment or climate sector fundraising is desirable
- Experience and understanding of city-based and international programmes

**Essential behavioural competencies**

- Dynamic, able to work at pace and respond to opportunities

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- Comfortable using own initiative and creativity to achieve desired outcomes
- Strong written and verbal communicator with the ability to adjust their style to changing contexts
- Good interpersonal skills, quick to build relationships
- Thorough, with excellent attention to detail, supremely organised, as well as the ability to see the "big picture".

#### **Further information**

- The role will ideally be based in London, but we welcome applications from other locations where CAF has a presence. Hybrid working is included in Clean Air Fund's policies. Home working can be facilitated for up to 50% of the time.
- Applicants must have the legal right to work in the location they have applied for. Clean Air Fund will not be able to support visa applications.