



Programme & Funding Coordinator

Job grading / salary band: 3 (£26k - £30k per annum, pro rata)

Hours of work: Part time - 21 hours per week (permanent)

Join Our Team!

Frank Water is on a mission to ensure access to resilient water resources for generations to come. As an international development charity, we work diligently both in the UK and overseas in India, Nepal & Kenya. Now, we're looking for a passionate and proactive Programme & Funding Coordinator to join our small, dedicated team.

About the Role

Reporting directly to the Head of Programmes & Funding, you will play a pivotal role in planning, developing, and submitting trust proposals aligned with our organisational strategy and values. You'll build lasting relationships with trusts and foundations through effective communication, ensuring our funding needs are clearly communicated. Additionally, you'll support learning, monitoring, and evaluation activities across all our overseas programmes, translating impactful data into valuable insights for our wider fundraising and communications team.

Key Responsibilities:

- Identify and research funding opportunities, managing a pipeline of trust and foundation opportunities.
- Collaborate closely with the Programmes team and project delivery partners to develop compelling project proposals.
- Manage grant applications from submission to decision and provide appropriate reporting, ensuring high standards and alignment with our brand identity.
- Evaluate the effectiveness of each application, driving continuous improvement in trust fundraising efforts.
- Steward the donor portfolio effectively, maintaining strong relationships.
- Contribute to resources supporting various fundraising efforts, such as cases for support and budgets.
- Gather and analyse monitoring and evaluation data to report Frank Water's impact.



What We're Looking For:

An enthusiastic team player with a track record in successful trust & foundation fundraising, coupled with strong communication and relationship management skills. You should have experience translating complex ideas into compelling proposals, along with the ability to analyse data and draw out trends. Experience in international development or a demonstrable interest in global issues is desirable.

Why You Should Join Us:

- Make a meaningful impact on global water issues.
- Supportive and collaborative work environment.
- Join an ambitious, dynamic, passionate team dedicated to positive change.
- Opportunities for professional development and growth.
- Competitive salary and benefits package.
- Flexible and remote working arrangements
- Travel opportunities within the UK and occasionally overseas.

How to Apply:

If you're ready to join us in our mission and possess the skills and passion we're looking for, we want to hear from you! Please submit your CV and a cover letter outlining your relevant experience and why you're excited about joining Frank Water to hr@frankwater.com

Frank Water is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Application Deadline:

10am Wednesday 20th March, but we reserve the right to interview as applications are received and therefore may close recruitment early.

Join us in creating a world where everyone, everywhere has access to clean and sustainable water resources. Apply now and be part of our journey towards positive change!
