



OXFAM

Head of Institutional Fundraising

Description

About Oxfam Germany

Oxfam Germany is a member of the international confederation Oxfam, consisting of 17 independent organizations networked together in more than 90 countries, as part of a global movement for change to build a future free from the injustice of poverty. Oxfam works closely with communities and seek to influence the powerful to ensure that people living in poverty can improve their lives and livelihoods and have a say in decisions that affect them.

To strengthen institutional fundraising at its head office in Berlin, Oxfam has tasked Mission Talent to search for an experienced Head of Institutional Fundraising.

Job Purpose

The essence of this role is to ensure that Oxfam sustains and grows its profile, reputation and influence with German donors, as well as increase programme funding opportunities. Oxfam Germany (ODE) currently receives around 1 Mio EUR in restricted income from institutional donors, but significant income growth is planned for the coming 5 years. This role will be responsible for leading on the creation of successful funding strategies to help achieve income growth; identifying and researching new partnership opportunities for Oxfam Germany's own projects and campaigns, as well as other Oxfam affiliate programmes; developing joint funding proposals and winning grants in conjunction with other Oxfam affiliates.

Key Responsibilities

Responsible for the management, coordination and strategic development of Institutional Fundraising activities of Oxfam Germany (ODE), as well as managing relationships with other Oxfam affiliates interested in accessing German institutional funding. In particular you will:

- Manage and coordinate Institutional Fundraising activities for ODE and other Oxfam affiliates at senior level
- Develop and implement ODE's Institutional Fundraising strategy
- Identify funding opportunities in the German market for Oxfam Germany's own projects and campaigning funding needs, as well as for other Oxfam affiliate programmes
- Identify funding opportunities from other institutional donors for Oxfam Germany's own funding needs
- Steer proposal development processes, ensuring key staff are involved and are aware of their responsibilities
- Contribute technical advice on donor requirements, and support proposal development, working with others to ensure high quality successful submissions
- Represent ODE in the Oxfam Institutional Fundraisers working group
- Be the contact person for the Oxfam confederation for external funding and Institutional Fundraising
- Develop and maintain contacts with institutional donors, in close coordination with relevant departments of ODE
- Recruit and select external consultants in close cooperation with the Human Resources-department
- Line-manage the Institutional Fundraising team, including HR planning and performance appraisal
- Work in close collaboration with the Executive Director, Campaigns department, Projects department, Finance department, HR-department and external services to ensure institutional funding is effectively secured and managed

Skills and Competencies

- Demonstrable success in raising institutional funding at scale with institutional donors for an international agency like Oxfam
- Demonstrated ability to devise and implement funding strategies
- Demonstrated ability to work across institutional boundaries and teams in an effective, empowering, and productive way
- Strong networking, representational, and negotiation skills
- Demonstrated track record of excellence in achieving measurable results through management of processes, teams, or projects
- Ability to work effectively with others in a team (Essential). Proven ability to utilise talent and expertise of team members to achieve objectives
- Ability to provide training and share skills at a variety of levels
- Ability to adapt and work within a multicultural, multilingual, and multidisciplinary environment

- superior verbal and written communications skills in German and English with good knowledge of French and Spanish
- Ability to analyse and synthesise complex issues
- Sound knowledge and proven experience of grant-making policies and practices of the German Government as well as other institutional donors
- Significant experience in working at a senior level within a network, coalition, alliance, or confederation of organisations involving multiple stakeholders and managing complex processes
- Strong proven ability to identify and articulate strategic and policy issues through effective oral and written briefs
- Good knowledge and awareness of issues related to Oxfam's strategic objectives and theories of change
- Good financial literacy and experience in designing, reviewing, and managing project budgets
- Willingness and ability to travel overseas
- Ability to make effective, timely decisions and take prudent risks
- Excellent computer skills, including various office applications and internet navigation
- Identification with Oxfam's goals and values

Oxfam's Offer

- You will be part of a highly ambitious team with flat hierarchies and much leeway in an internationally operating aid and development organization
- Oxfam offers a salary commensurate with the significance of the position. Within its internal payment structure, the position is grouped in level 16. For more information on Oxfam's salary structure please visit <http://www.oxfam.de/governance>
- Oxfam also offers a highly attractive company pension scheme

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