



UNIVERSAL LEARNING SOLUTIONS

releasing infinite potential

Title of Consultancy: Trusts and Foundations Fundraising Consultant

Salary: Daily rate to be agreed

Location: Home working with occasional visits to our Lancaster office and meetings in London

Length of consultancy / Hours: Flexible. 2-3 days per week for up to 6 months.

Mission

Universal Learning Solutions is a not-for-profit organisation that works with government, educators, donors and experts around the world to provide bespoke services that deliver innovative literacy solutions.

Our work enables and enthuses teachers to deliver high quality literacy tuition and builds the institutional capacity of partners through knowledge and skills transfer. This gives children of all abilities the skills needed to read and write and helps governments meet their global education targets.

Vision

Our vision is of a world where all children can read and write with confidence and enjoy their right to learn. Through this we believe we can help release a child's infinite potential.

Primary Purpose

We are looking for a freelance consultant in order to build our current income streams supporting the expansion of our literacy projects in Sub Saharan Africa.

Specific Responsibilities

- Manage development of database containing details of trusts and donors with interest in education and literacy
- Serve as the lead writer on proposals to a range of trusts and donors
- Develop proposal content that addresses/complies with the requirements outlined in the terms of reference
- Write proposal content, including cover letters, executive summaries, resumes, project descriptions, and any additional required by the donor
- Act as main contact and correspondent to the donor on behalf of the organisation
- Proofread and edit technical documents and proposals

Qualifications, Knowledge and Experience

- Bachelor's degree and preferably Masters in relevant subject
- Five years' experience writing, editing, proofing and winning successful proposals for clients for submission to a wide range of donors preferably within education projects
- Understanding and experience of working on education projects in a developing world setting
- Proven track record of successfully securing major donations in excess of £100,000
- Strong conceptual, analytical, writing, and editing skills, including the ability to synthesize large amounts of information into concise narratives
- Knowledge of proposal processes and the role of a proposal writer in those processes
- Strong organisational management skills, including the ability to prioritise tasks, time management, adherence to tight deadlines, and the ability to handle multiple activities;
- Strong MS Word, Excel, PowerPoint, and other computer skills;
- Excellent written and oral communications skills and fluency in English
- Experience of working in Nigeria or at least Sub Saharan Africa

To apply please send a covering letter and CV including your proposed day rate to katy@universallearningsolutions.org by 13th September 2017.