



Terms of Reference (TOR) for a Fundraising Consultancy

Affirmative Action/Equal Opportunity Employer

The American Friends Service Committee is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

All AFSC employees are expected to work in accordance with the organization's core values, committed to social justice, peace, and humanitarian service. These attitudes and beliefs shall guide our actions and relationships.

CONSULTANCY DESCRIPTION

Title	Fundraising Consultant (Part-time, 24 hours a week max)
Organisational Unit	Development
Region/Location	Middle East, Jordan
Timeline	November 2023 to April 2024
Reports to (Hierarchical)	Regional Director
Reports to (Functional)	Director of Grants

CONSULTANCY OBJECTIVE

AFSC is currently searching for an experienced fundraising consultant to support its Middle East team. In this capacity, the incumbent will leverage their communication skills and proactive approach to identify fundraising prospects, cultivate relationships with potential donors, and support in coordinating and organizing the different fundraising efforts in the region. The consultant will be focused on the goal of improving the funding portfolio for AFSC offices in the Middle East region. And will work on meetings coordination, proposal writing, and identifying appropriate country and possible multi country programming/funding opportunities. Key projects in the funding portfolio include: 1) Palestinian fragmentation in Palestine, Jordan, Lebanon, with an emphasis on youth leadership and development; 2) Humanitarian efforts in Gaza; and 3) climate Justice work in the Middle East.

DUTIES AND RESPONSIBILITIES

1. **Identify Funding Opportunities:** Research and identify potential funding opportunities from the European Union, EU embassies in Jordan, and multi-lateral and institutional donors that align with AFSC's mission, projects, and programmatic strategy in the Middle East. In addition, the consultant will scope possible supporters from individuals, corporations, and foundations.
2. **Proposal Development:** Collaborate with program teams to develop compelling and tailored funding proposals, grant applications, and concept notes, ensuring alignment with donor guidelines and requirements. Identify possible partners for consortia and relationships that can help leverage the visibility of program work with donors.
3. **Support AFSC staff in Cultivating Donor Relationships:** Establish and nurture relationships with key prospective donors in order to foster understanding of AFSC's work and secure funding opportunities.
4. **Networking and Outreach:** expand AFSC's support network in the region by mapping relevant conferences, workshops, and networking events to refer to relevant AFSC staff in the region. Promote awareness of the organization's mission and work, effectively conveying the organization's mission, vision, and programs to potential donors.
5. **Collaboration:** Work as needed with cross-functional teams including programs, communications, and finance to ensure a cohesive and strategic approach to fundraising efforts.

TARGET SKILLS AND PROFILE

- Strong leadership skills and ability to work with autonomy and entrepreneurship, both individually and as part of a complex team effort.
- Experience in creating the infrastructure for donor mapping.
- Comfort with and/or experience of operating in a lean, small team environment.
- Superior interpersonal and communications skills and capacity to build excellent relationships with key stakeholders, particularly with high-level individuals in a multinational environment.

TARGETED SPECIALISED KNOWLEDGE

- Bachelor's degree in a relevant field; master's degree is a plus.
- Proven experience in fundraising, grant writing, and donor relations, with a focus on securing funding from the European Union, Embassies, and institutional donors in Jordan and the region.
- Existing relationships with organizations, donors, and other institutions in the MENA region.
- In-depth understanding of the funding landscape, donor priorities, and compliance requirements related to institutional funding.
- Proven experience in working within consortium settings and coalitions.

- Strong written and verbal communication skills in English (additional languages are advantageous).
- Demonstrated commitment to AFSC's mission and values.

REPORTING AND COMMUNICATION

The consultant will regularly communicate with both hierarchical and functional personnel at AFSC throughout the duration of the consultancy. The consultant will provide updates and reports for review and feedback as necessary.

CONFIDENTIALITY

The consultant will handle all information and data collected during the consultancy with the utmost confidentiality, using it solely for its intended purposes.

SUBMISSION OF PROPOSALS

Interested consultants should submit their proposals, including a cover letter, CV, sample of previous work to: internationalhr@afsc.org and [cc kelkouz@afsc.org](mailto:kelkouz@afsc.org) by 24 October 2023 at 5pm Amman Time. Interviews are planned to be held after 31 October 2023. For any questions or clarifications please contact the email provided.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation, or disability.

The American Friends Service Committee is a smoke-free workplace.
