

Sponsorship and Fundraising Administrator

The Sponsorship and Fundraising Administrator plays a vital role in ensuring that the school secures sustainable income from both sponsorships and fundraising initiatives. This position works closely with the Financial Administrator and the Management team, with a key focus on maintaining the financial health and supporting the mission of the school.

The Administrator collaborates with Financial Administrator) to drive income mobilisation strategies for long-term sustainability. The Administrator is responsible for managing fundraising and sponsorship efforts, thereby ensuring ongoing support for the school's operations and future growth.

Additionally, the Administrator supervises the effective operation of the sponsorships and fundraising office and maintain contact to main funders.

Summary of Function

- Oversee the school's income functions
- Maintain contact to main funders
- Develop and monitor strategies for sponsorship income and fundraising for financial sustainability
- Ensure the efficiency of income and sponsorship activities
- Review and update income-generation policies and strategies
- Maintain organized and accurate preparation and filing of all data and reports
- Uphold a high standard of organization and precision in all work
- Chair weekly or regular meetings of the sponsorship office
- Actively participate in meetings related to income and finance
- Maintain confidentiality concerning all work, as well as information about children and families in the school community
- Work in close collaboration with the Financial Administrator and Management

INCOME

Fundraising

- Secure sustainable income for the school
- Plan income/ fund raising strategies with Financial Administrator and Management for operations and development projects
- Create and carry out a fundraising and income strategy for sponsorships and fundraising
- Identify, prepare and submit funding applications/ appeals to individuals, foundations and corporate organizations
- Create, develop and sustain local and global networks, partnerships and ambassadors for the school
- Overview and prepare monthly internal sponsorships, donations and grants income reports
- Prepare and share quarterly income reports with main funding partners
- Write school info packs, leaflets, articles etc.

Donations and Grants

- Ensure donation/grant summary and lists are immediately updated
- Ensure donors get an immediate/timely response and thank you letters
- Reports to donors and funding partners are shared in good time

Sponsorship

- Ensure fee payments policy is overviewed and agreements are upheld
- Review and follow up on financial contributions from sponsorship parents
- Re-assess sponsored families for their ability to make fees contributions

Income generating projects

- Explore potential projects for income generation and prepare proposals

OTHER

Sponsorship

- Supervise the Sponsorship officer work for efficiency
- Plan for sponsorship income and prepare targets - find new sponsors
- Plan for sponsorship development
- Ensure sponsorship lists are immediately updated, have a detailed knowledge and analyse sponsorship information
- Follow-up on payments from organizations and individuals/sponsors
- Prepare and present income overview and follow up of sponsors or sponsorship income
- Cross check income with funding organizations statements against lists – ensure they balance
- Support the annual sponsorship letters' writing
- Support sponsorship administrative work for efficiency

School Admissions

- Support Children's Assessment process
- Overview admissions and be a member of the committee
- Overview home visits of sponsorship families/assessments/re-assessments together with Sponsorship Officer

IT and Media

- Manage database and ensure it is used efficiently
- Create and maintain an orderly filing system on the server
- Ensure there is a back-up of all work in place.
- Manage the school's media engagement- Website, Facebook, LinkedIn, and platforms

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