THE ASSOCIATION OF JAMAICANS UK (AOJUK)

Job Description: Non-executive Director of Philanthropy

1. Purpose of the Role

The Director of Philanthropy will lead and coordinate fundraising initiatives to support the work, charitable objectives and development of AOJUK. The role will focus on identifying funding opportunities, developing relationships with donors and potential sponsors, and supporting fundraising activities for the Association and its branches.

Emphasis will be placed on raising funds for befriending schemes, initiatives to reduce social isolation, community welfare activities and projects supporting communities in Jamaica.

2. Key Responsibilities

A. Fundraising for AOJ UK Programmes

- Identify and pursue fundraising opportunities to support the Association's programmes and activities.
- Develop fundraising initiatives for befriending schemes, social isolation projects and other community welfare activities.
- Explore opportunities to obtain grants from charitable trusts, foundations, corporate sponsors and relevant funding bodies.
- Support fundraising for projects in Jamaica that align with the Association's objectives and priorities.
- Help develop clear proposals explaining the purpose, beneficiaries and expected outcomes of projects seeking funding.

B. Donor and Sponsor Relationships

- Identify and build relationships with individuals, businesses, charitable organisations and other potential supporters.
- Encourage donations, sponsorships and other forms of financial support for AOJUK.
- Develop appropriate ways to acknowledge and maintain relationships with donors and supporters.
- Promote the Association's work and demonstrate the positive impact of donations and fundraising activities.

C. Support for Branch Fundraising

- Work with the branches to identify their fundraising needs and priorities.
- Provide practical guidance and support to branches in planning and delivering fundraising initiatives.
- Share ideas, successful approaches and fundraising opportunities across the Association.
- Encourage joint fundraising activities where these offer benefits to the Association and its branches.

- Help branches identify potential local sponsors, grant opportunities and community fundraising partners.

D. Fundraising Strategy and Development

- Prepare a simple annual fundraising plan for consideration by the Central Executive Committee (CEC).
- Establish realistic fundraising targets in consultation with the CEC and the branches.
- Explore appropriate fundraising methods, including community events, individual donations, sponsorship, online fundraising and grant applications.
- Monitor fundraising progress and identify opportunities to improve the Association's fundraising capacity.

E. Accountability and Good Practice

- Maintain appropriate records of fundraising activities, applications, donations and commitments.
- Work with the Director of Finance to ensure that funds raised are properly recorded and accounted for.
- Ensure that donations and grants are used in accordance with any agreed conditions or restrictions.
- Promote responsible fundraising practices, including appropriate donor confidentiality, transparency and compliance with relevant legal requirements.
- Provide regular reports to the CEC on fundraising activities, funds secured, applications submitted and future opportunities.

3. Accountability and Working Relationships

The Director of Philanthropy will report to the Central Executive Committee (CEC) and work collaboratively with the Director of Finance, other Directors, programme coordinators and the three London branches.

The Director will help coordinate fundraising across AOJ UK while recognising that branches may have their own local priorities and initiatives.

Any significant fundraising commitments, grant agreements or expenditure arising from fundraising activities must be approved in accordance with the Association's constitution and delegated authority.

4. Person Specification

The Director should demonstrate:

- An interest in fundraising, philanthropy and community development.
- Good communication, relationship-building and organisational skills.
- The ability to identify funding opportunities and help prepare clear funding proposals.
- An understanding of community welfare, social isolation and the needs of older or vulnerable people.
- An ability to work collaboratively with volunteers, branches, donors and community partners.
- Integrity, reliability and a commitment to ensuring that funds are raised and used responsibly.

Previous fundraising experience is desirable but not essential, provided the individual has the commitment and ability to develop the role.

5. Review

This job description may be reviewed by the Central Executive Committee to reflect AOJUK's priorities, fundraising opportunities and available resources.

DD/Oct/2026