**Scoping Document – Fundraising Consultant – Inclusion International**

**Purpose of Engagement**

This document outlines the scope of work, key deliverables and expectations for a US-based, independent Fundraising Consultant. The Consultant will help raise funds to support individuals with intellectual disabilities, their families, and member organisations within our network to attend and sponsor our [World Congress](https://inclusion-international.org/news-item/our-next-world-congress/) to be held in Sharjah, United Arab Emirates in September 2025.

We have been planning the event for some time, and progress has been made, including securing some sponsorship and key relationships. Therefore, we need someone to come onboard quickly to work with and grow, what has already been designed.

[**Inclusion International**](https://inclusion-international.org/)

We are the international network of people with intellectual disabilities and their families. Our members work to create a world where people with intellectual disabilities and their families can take part and be valued equally in all areas of their lives.

**Objective of the Role**

To secure corporate sponsorships, philanthropic contributions and other sources of funding to cover the following:

* Travel, accommodation and other expenses for participants who would otherwise be unable to attend
* Operational and logistical costs of the World Congress event itself

**Scope of the Work**

* Develop a Fundraising Plan for the event
* Identify opportunities for individual donations, corporate sponsorships and grant applications
* Identify and target potential corporate partners and philanthropic donors
* Build and maintain relationships with potential sponsors and donors, providing regular updates on how their support is being utilised
* Oversee outreach campaigns and utilise storytelling and impact-driven communication to secure financial contributions
* Research relevant foundations and opportunities for grant funding
* Draft compelling grant proposals tailored to the event
* Provide regular progress reports detailing funds raised, outreach efforts and donor feedback
* Ensure compliance with all legal and ethical standards for fundraising

**Role Specification**

* Proven track record in fundraising and sponsorship acquisition within the non-profit or charitable sector, preferably within the disability field
* Experience in securing funds for international events/organisations with a global reach
* Strong understanding of donor engagement, corporate sponsorship dynamics and grant writing
* Excellent communication, networking and negotiation skills
* Familiarity with causes relating to intellectual disability or inclusive global events is highly desirable

**Engagement Terms**

***Timeframe:*** February 2025 to December 2025 (World Congress event is September)

***Engagement Type:*** Consultant/Contractor/Self-Employed

***Location/Base:*** Remote, US-based (to enhance networking opportunities and donor support)

***Hours:*** Flexible/open to negotiation

***Remuneration:*** Based on experience/negotiation at point of engagement, payable monthly via invoice submission

**Submission Process**

Interested candidates should submit the following:

* A covering letter
* Resume/CV showcasing relevant experience
* Expected compensation and availability

***Deadline for submissions:*** Friday 14th February 2025

**Contact Information**

**Email:** hiring@inclusion-international.org

**Recruiter:** [Rochelle Baxter](https://www.linkedin.com/in/rochelle-baxter-ab423733/), R S Baxter Consulting Ltd