



# Fundraising Assistant

## Job Description

### Responsibilities

**Objective:** To provide assistance to the head of the organization in identifying donor resources and potential investors, raising funds and writing proposals for long-term organizational sustainability as well as applications for funding competitions.

### Roles & Responsibilities:

- Compile and maintain a database of international and local donor organizations (international foundations, bilateral and multilateral agencies and private corporations offering donations)
- Regularly monitor donor websites and identify investor opportunities matching the work of the organization
- Assist the Director in writing concept notes, project ideas and project proposals and ensure their timely submission
- Undertake independent research in finding alternative resources for long-term sustainability of the organization
- Assist the Director in developing business plans to generate income from various sources.
- Undertake online research and build contacts with potential individual investors/donors and raise funds for the activities of the organization.
- Maintain relationships with existing investors/donors and respond to their requests regularly and keep updating them about the work of the organization
- Improve and develop communications material for the organization such as brochure, website, annual report, posters etc.
- Organize or provide assistance in organizing any fundraising events for the organization
- Suggest other innovative ideas for effective resource mobilization.

### Education and Qualifications:

- Experience in research and report writing
- Experience in working with target and deadlines
- Ability to work in customer-service
- A degree in business-related subjects, economics, international studies or sales and marketing. A diploma from an accredited university.



## **Personal Attributes**

Decision making skills and the ability to exercise good judgment are required to successfully handle these responsibilities. The individual should be a self starter with the ability to multi-task and meet deadlines, have a client service attitude, as well as strong organization, communication, and document coordination skills. The candidate should also possess advanced knowledge of Office and the internet.

- A Fundraising Assistant must have good time management, multitasking and stress management skills to be able to ensure that tasks get completed on time.
- Good team work and leadership skills are essential in order to motivate different groups of people to fulfill their responsibilities within a given time frame.
- Ability to assume responsibility and to interface and communicate effectively with others. Effective oral and written communication skills and ability to represent the company in a professional manner to other team members and stakeholders.
- Must be fluent in English. Knowledge of Italian, French and German is a plus.

The duties laid down in this job description may change following a review.