

## > Fundraising Officers

### > Subotica (Northern Serbia), Sarajevo (BiH), Calais (France) or remote

> **Reporting to:** Fundraising and Grants Manager

> **Contract Length:** 3 Months (10h a week)

#### > Role Objective:

The Fundraising Officer prepares fundraising campaigns, and brainstorms about in-person fundraisers, online fundraising and educational events. As a member of the Fundraising department, the Fundraising Officer helps ensure that tasks are reported accurately, in a timely order and uses findings to support the services Collective Aid offers.

The purpose of the role is to help maintain a variety of sources of incoming funds in the organisation in order to secure operations and work sustainably. By having a direct presence on the field, the Fundraising Officer is able to more responsively monitor needs and the volunteers team to organise fundraisers.

Furthermore, by having an assigned connection to the Fundraising department, the Fundraising Officer allows the project to more appropriately develop systems of volunteer fundraisers, as well as organisational fundraisers that the Fundraising and Grants Manager can use to develop further strategies to cater to the budget needs.

#### > Essential Responsibilities:

- Propose fundraising ideas and coordinate the team of volunteers in order to pursue them. - Lead the fundraising campaigns on the ground.
- Being the focal point of the Fundraising Department on the ground.
- Reporting project needs (NFI, WASH...) that might be relevant for the budget.
- Training new volunteers interested in assisting in fundraising, as well as being in charge of handovering to the incoming Fundraising Assistant.
- Documenting practices and processes and reporting changes to the Fundraising department to ensure accurate and robust knowledge continuity.
- Applying for grants.

- Translating content for grant applications into languages they feel comfortable with.
- Mapping funding opportunities
- Having a collaborative spirit with the Fundraising and Grants Manager.

**> Skills and Expectations:**

- Excellent communication.
- Confidence in Google Suite and basic competence in Google Sheets.
- Understanding of the project overall, the needs, and project practices.
- Independent problem solving.
- Ability to conceptualise complexity and apply solutions.
- Fundraising or social media experience an asset.

**> Working Conditions:**

The Fundraising Officer will be splitting their time between volunteering duties at one of our three projects, doing day-to-day activities ranging from field-work, being involved in warehouse activities, and working at our Centre (Calais). Additionally, one or two days will be dedicated to tasks reserved for Fundraising and Grants work as described above.

**> Working in Serbia/Bosnia/France:**

Each project remains unique in both the experiences people on the move face in each country, as well as through the work you will be doing. In northern Serbia you will work along the border supporting people living in locations throughout, often forced to sleep in abandoned buildings or in forests. In Calais, you will be supporting displaced people sleeping rough throughout the city, sleeping in tents in locations that are evicted daily by the police to prevent more permanent settlements. In Sarajevo, you'll find yourself supporting most people sleeping in temporary reception centres on the outskirts of the city, while conducting outreach to support those who are in other parts of the city.

**> Applications:**

The Fundraising Officer role is a volunteer position, conducted either remotely or in person where you will support through day-to-day volunteering tasks alongside this position. This is a great opportunity not only to participate in the project and join in supporting the daily operations, but to also support Collective Aid at large by joining in grant applications, fundraising initiatives, and other opportunities that enable these projects to run.



*Fundraising and Grants Officer*  
*Serbia, France, BiH or Remote*  
*3 Months Minimum*

If you are interested in this position, please send your CV and cover letter to [funding@collectiveaidngo.org](mailto:funding@collectiveaidngo.org)