



ADRA
EUROPE REGIONAL OFFICE
Job Announcement

Fundraising Coordinator

ADRA Europe Is an exciting workplace established as the Regional office of the ADRA Network in Europe. We are the Seventh-day Adventist Church's relief and development organisation. We are part of a global network, present in 118 countries and work directly with 30 offices in Europe. Our work is based on the Christian perspective of humanity and respect for individual dignity.

Job Title Fundraising Coordinator m/f

Reports to: Regional Director

Resume of the Job:

1. Create Social Media fundraising materials for offices in Europe and coordinate their publication.
2. Coordinate the Capacity Building of European offices on fundraising.

Percentage of Time: 100%

Job Description:

- Develop and implement fundraising strategies together with European Offices.
- Coordinate the production and design of fundraising materials with the ADRA European Network.
- Organise training and information sharing events on Fundraising for European Country Offices.
- Manage and monitor the European Fundraising efforts.
- Facilitate the operation of internal working groups related to fundraising.
- Organise and motivate the participation of ADRA Europe Members in Network fundraising activities.
- Coordinate fundraising during European emergency ADRA responses.
- Coordinate the public relations element for ADRA Europe.
- Actively collaborate in the general operations of the office.
- Perform other duties as designated by the Executive Director.

Education of the Candidate:

- Advanced degree in Fundraising, Communication, Public Relations, International Development or any related field
- Fluent in oral and written English
- Knowledge of any other European language(s)
- Sound working knowledge of Microsoft Office, Internet Tools and image and video software.

Competences:

- Five years or more of experience in senior positions in the fields of fundraising or communication, preferably in a non-profit organisation.
- Understand the SDA Church organisational system.
- Ability to create fundraising materials that can be shared with the Network.

- Capacity to train others in the field of fundraising.
- Capacity to coordinate regional fundraising campaigns.
- Understanding of social media as a fundraising tool.
- Competent in creating synergies between different partners regarding sharing information and communication materials.
- Show initiative and be self-motivated.
- Being guided by transparency and accountability principles at work.
- Excellent oral and written communication skills.
- High level of problem-solving skills with the ability to work under pressure. Excellent time management skills with the ability to plan ahead.
- Ability to work autonomously and as part of a team.
- Updated knowledge of new communication tools.
- Motivation to work in a faith-based civil society organisation

Travel

- Occasional international travel required, approximately 20% of the time.

Office

- The job will be performed from home office, without the need for the recruited candidate to move.

Mental/Emotional Requirements:

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.

Physical Requirements:

The successful candidate must be able to perform essential job functions with or without accommodation. The incumbent should be in optimal health and available for travel in general.

Remuneration and Benefits: According to experience and SDAC wage scale

Contract Term: Definitive after 6 months of experience

Deadline for applications: 29th July 2022

Address for applications: info@adra.eu

ADRA considers diversity an asset and human uniqueness an important resource. All interested and qualified candidates are encouraged to apply for the position.

In ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. In the process of recruitment, selection, and appointment, we implement a range of procedures and actions, including background checks to ensure the safeguarding of children and vulnerable people and the prevention of abuse.