



Open Position

Fundraising Coordinator

Applications Due: The final deadline is February 18, 2024 (but we aim to review applications as we receive them).

Location: Remote. Anywhere in Asia, Middle-East, Africa or Europe. Must be able to work synchronously for at least 3 hrs/day between 500 hrs UTC and 1230 hrs UTC.

Status: Consultant/Contractor – Full-time (40 hrs/week) or Part-time (at least 28 hrs/week)

Compensation: US\$ 33,000 to 39,000 per year assuming full time basis (subject to location and experience, and can be prorated based on contracted working hours). We also have a paid time off policy including vacation, holidays, sick leave etc., and cover agreed costs related to office expenses, travel, etc.

About the Coalition

The [Coalition for Human Rights in Development](#) is a Global South-led coalition of over 100 social movements, civil society organizations, and grassroots groups. We work together to advance community-led, rights-based development, and to hold development finance institutions, governments and corporations accountable for their impacts on peoples and the planet.

About the position

We are looking for candidates who have contributed to successful fundraising efforts with institutional funders (trusts/foundations/governments) previously.

This is a new role in the Coalition secretariat. You will be working closely and collaboratively with the director and program leads who are currently responsible for fundraising. Our hope is a dedicated fundraising person will help us increase and sustain funding for the Coalition and our members and partners in a more strategic way.

The role requires:

- leadership, initiative, commitment and persuasion to drive it forward;
- empathy, patience and humility to ask for help and benefit from the relationships and knowledge held by our secretariat staff, members, partners, and current funders; and
- timeliness, organization and excellent writing skills to ensure you deliver on your core responsibilities of drafting proposals and reporting.

The bulk of the role will be focused on fundraising for the programmatic work of the Coalition secretariat and our regranting programs. However, the role will also include a [solidarity fundraising](#) component whereby you will leverage our funding relationships and expertise for the benefit of member and partner organizations, especially at the grassroots level.

About our team and ways of working

We are a collaborative, trust-based, horizontal team, who work remotely from across the Global South/Majority World. We respect each other, communicate openly with compassion, and set and respect boundaries. We are deeply motivated by our mission and enjoy working with each other and our members and partners. We each tend to set our own flexible working hours and are empowered to complete our work independently. But we also value working consultatively and collaboratively.

Unfortunately, given our geographic spread, once or twice a week (and occasionally more) we end up having to work later in the evening and/or earlier in the morning to coordinate with colleagues (including donors) in other timezones. For example, our full team meetings take place every alternate week from 1300 hrs UTC to 1500 hrs UTC. In addition, this position will require you to work synchronously for at least 3 hrs/day between 500 hrs UTC and 1230 hrs UTC, to ensure your work hours overlap with the director and key program leads.

Tasks/Responsibilities

Support for Coalition and regranting programs' budget:

- Develop and implement fundraising strategy, with guidance from the team;
- Lead in drafting grant applications and narrative reports in collaboration with program staff, while being primarily responsible for monitoring and meeting timelines;
- Coordinate financial reporting, collaborating with admin and program teams;
- Research and identify new funding prospects;
- Stay up to date on trends in giving, changes in human rights funding, and key donors in the field;
- Coordinate donor outreach and donor relationships;
- Coordinate with members and partners as relevant for fundraising, including for joint proposals etc.;
- Ensure donor relationships at an operational level run smoothly, so time spent by director and program staff on fundraising is more strategic;
- Assist with the preparation for prospect meetings with donors, including developing a document for the meetings, preparation for participants, scheduling, and relevant logistics;
- Work with communications staff and program staff to develop donor related materials;
- Strengthen internal fundraising systems and tools, including grants management, donor communications, internal communications and learning, and financial tracking;
- Maintain a donor database to track contributions;
- Provide regular updates to donors on the programs' progress and the impact of their contributions; and
- Ensure compliance with donor requirements.

Support for members and partners:

- Develop strategy for solidarity fundraising; and,

- Support solidarity fundraising for members and partners working at the local and national level, including organizing learning sessions on fundraising strategies (e.g.: where to find funding opportunities, how to write proposals, etc) for community-based organizations.

Personal specifications

- Experience writing proposals for institutional fundraising and donor reports is required; good knowledge of donors and the donor landscape is a plus;
- Commitment to human rights principles, and to shift power to communities, grassroots groups and social movements;
- Excellent communication skills - email, phone, video call, face to face;
- Excellent writing skills;
- Self-starter and collaborative;
- Well organized, multi-tasker;
- Must be conscious of timelines and consistently adhere to deadlines;
- Research skills;
- Written and oral professional proficiency in English is required. (Additional language skills, especially French or Spanish are a plus.);
- Computer skills - MS Office, Email, Google Drive etc.;
- Empathetic. Ability to work with people(s) from diverse cultures and workstyles.

To Apply

Please upload a cover letter and resume in English, as well as two work samples (e.g. proposals,*reports, blogs etc.) to <https://rightsinddevelopment.org/employment-application/>. Please note that if you submit a grant proposal as a work sample, we will treat it confidentially and feel free to only submit a section without sensitive information.

Please tailor your cover letter to explain why our mission calls to you and why this particular role is a fit. In the first paragraph, please include the city in which you would want to be based, and whether you would prefer to work full-time or part-time.

Due to the volume of candidates anticipated and size of our organization, we regret that only shortlisted candidates will be contacted regarding further steps in the application process.