Job Description – Fundraiser

Job Title: Fundraiser

Period: 1 year, with potential extension

Location: Home country or residence and travels to IRO office location six months at the beginning of appointment

Working Hours: on-line work, 40 hours a week

Remuneration: local-standard rate for similar position in home country, if salary proposal is below standard rate, performance bonus is added. Expenses compensated and reimbursed for work related travels.

Reporting Relationship: General Secretary

Purpose of the Job

The Fundraiser is to assist the General Secretary to co-ordinate, manage, support, organise and expand the WSCF fundraising activities globally. He/she is to deliver fundraising activities in three areas through:

a) The active re-launch of the Give One Be One Appeal to members of the National Movements of the World Student Christian Federation;

b) The active launch of a similar appeal directed specifically and appropriately to the Senior Friends of the World Student Christian Federation and its National Movements; and

c) The active launch of an appeal to the Churches of the World and Ecumenical Agencies for the continuation of their existing and/or the renewal of their previous support.
Duties & Responsibilities
1.1: Scanning and data-gathering of the current internal and external sources, forms and methods of fundraising work, recommendations, and the resource-base of the Federation
1.2: Establish and maintain a database of information regarding organisations and individuals supportive of WSCF
1.3: Develop the Fundraising Strategy Plan together with the Fundraising Working Group and Staff Team
1.4: The implementation of the Fundraising Strategy Plan is co-terminus with the Strategic Plan, the former is led by the this led by the Fundraiser and the later by the General Secretary
1.5: Organize Fundraising events for WSCF and WSCF Centennial Fund
1.6: Develop Fundraising Communication Materials, Strategic Briefing Papers for partners and potential donors
1.7: Support preparation of WSCF Red Book and Projects Proposals, send Grant Proposals and monitor progress of application
1.8: Monitor, evaluate and report on the planning, co-ordination and implementation of global and regional fundraising programmes
1.9: Compile, update and maintain the WSCF Senior Friends Database, partners and donors of WSCF
1.10: Send appeals, updates and other Fundraising Communication Tools at least 3 times a year
1.11: Organize Fundraising Group Online Meetings

Qualities and Criteria
- Experience in fundraising, particularly online
- Knowledgeable in university context and ecumenical movement
- Understanding of WSCF
- Highly computer literate: database software applications and social media skills
- Can work independently and team-up with General Secretary
- Can start immediately
- Skills in writing proposals, grant applications reports and fundraising materials