

Job description:

Fundraising Officer position for Transparencia por Colombia

- **Mission of the Fundraising function:**

To generate and secure in a timely and cost-effective manner - in a coordinated effort by the Executive Director, members of the *Junta Directiva*, the Fundraising Officer and key staff members - all funds needed for Transparencia por Colombia's institutional and programmatic activities.

- **Purpose of the job:**

The *Fundraising Officer of Transparencia por Colombia* is expected to **manage, execute and follow up** - with result-oriented concrete actions - all activities related to his/her mission as laid out in the organization's multi-year fundraising strategy.

The activities can be adjusted regularly, in coordination with the Executive Director and in line with Transparencia por Colombia's overall Strategic Plan.

- **Role and responsibilities:**

The *Fundraising Officer* will report directly to the *Executive Director* while liaising regularly with key members of staff and of the *Junta Directiva*. Responsibilities include (but are not limited to):

1. Research:

- a. *Researching, screening and identifying* national, regional and international potential funders from diverse sources (foundations, individuals, private companies, international cooperation agencies, multilateral organizations etc.) and through all means available;
- b. *Managing the database* of prospects, always updating it with new information and following up on its content;
- c. *Matching the prospects to the needs* of Transparencia por Colombia (core funds or projects);
- d. *Researching and learning the specific guidelines* of each donor category (for request of grants and for progress reports).

2. Fundraising:

- a. *Initiating contact* with potential donors – through Letters of Inquiry (LOI), emails, phone contacts, letters, requests etc;
- b. *Planning, arranging for, accompanying at and following up on* solicitation meetings with potential donors the Executive Director, members of the Junta Directiva and/or area directors;
- c. *Soliciting donations directly* in coordination with members of the *Junta Directiva* and/or Executive Director (through one-on-one meetings, visits, letters etc);
- d. *Drafting* all fundraising-related correspondence;
- e. *Pursuing actively innovative ways* of cooperation with donors for funding opportunities;

- f. *Creating new channels* for fundraising according to Transparencia por Colombia's Fundraising Strategic Plan (annual capital campaigns, individual mass-mailings, planned-gifts etc.);
 - g. *Planning, organizing and coordinating* profile-raising and fundraising events (such as Gala dinners, movie sessions etc.).
3. **Donor relations:**
- a. *Managing and cultivating relationship with donors*, providing a consistent quality of response to donors;
 - b. *Ensuring* (in coordination with related areas) that technical and financial reports are sent to project-related donors in a timely and regular manner;
 - c. *Sending regular updates* (information, newsletters, invitation etc.) to core-funding donors;
 - d. *Planning, organizing and coordinating* donor-acknowledgement and recognition events.
4. **Management:**
- a. *Maintaining accurate and timely records* of all interactions with potential donors, of database of solicited funds and of follow up actions needed;
 - b. *Maintaining accurate and timely records* of all interactions with actual donors (reports due and renewal due dates etc.)
 - c. *Keeping clear track of planned and expected income* for regular management report;
 - d. *Preparing ahead of time and on a regular-basis* the specific action for the renovation of a donation or for the renewal of a grant;
 - e. *Managing all archive and institutional history* of fundraising related-activities and contacts made.
5. **Support:**
- a. *Providing counsel* to the Executive Director, members of the *Junta Directiva* and to areas directors on best ways and opportunities for funding requests;
 - b. *Liaising, coordinating and collaborating* with the Communication staff for the creation and development of outreach material for donor solicitation, acknowledgement and cultivation;
 - c. *Contributing* to the editing of donor brochures in conjunction with visits and events;
 - d. *Supporting* the area directors by reviewing and editing project proposals and project budgets as well as progress reports according to donor's guidelines;
 - e. *Producing briefing materials and talking points* for the Executive Director and/or members of the *Junta Directiva*;
 - f. *Ensuring proactive coordination* with all areas (donor-funded projects, communication, finance) and external relations activities.
- **Minimum qualifications:**
 - ✓ Masters degree (or equivalent) in Public Relations, Communications or relevant field;
 - ✓ At least three years of fundraising experience;

- ✓ Good experience in event management and in working with *Junta Directiva* members;
- ✓ Demonstrated ability to plan, execute and manage his/her own work, to work under tight deadlines and on several matters simultaneously;
- ✓ Strong organizational and time management skills with an ability to attend to details;
- ✓ Initiative and ability to start from scratch and to quickly grasp the range of Transparencia por Colombia's activities;
- ✓ High motivation for anti-corruption, governance, integrity, transparency related issues;
- ✓ Excellent interpersonal and communication skills (with experience in communicating persuasively and effectively with a variety of audiences and stakeholders, both orally and in writing);
- ✓ Ability to find creative solutions to problems and negotiate with and influence others;
- ✓ Excellent written and spoken Spanish and English.
- ✓ Fluid management Office package of programs and Internet.