

Fundraising Coordinator

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Company: SnaPhunt

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

The Offer

Remote Job

The Job

The Fundraising Coordinator is accountable for organizing and assisting in fundraising activities to support the organization's mission, programs, and initiatives. Maintain a close relationship with other job functions to develop and leverage relationships that result in meeting or exceeding fundraising targets that guarantee the organization's initiatives and core operations are adequately and sustainably resourced.

RESPONSIBILITIES

Editing: Support the Fundraising department in developing content for Blogs, Emails, Social Media and Cases for Support

Donor Engagement: Desk research to expand the organization's donor database on prospective donors; foundations and High Networth Individuals.

Grant Writing and Research: Grants & donors searching, applying for grants, and writing grant proposals that highlight the organization's goals, programs, and the positive impact of their work.

Database Management: Keep accurate records of donors, donations, and communications for effective fundraising and track donor interactions.

Reporting to Donors Assist in providing regular reports on specific fundraising projects, donations received, and expenses incurred which are regularly presented to donors.

Event Coordination: Assist in all logistical aspects, such as venue selection, catering, guest management, and promotional materials.

Online Fundraising: Content writing, assisting in maintaining the online fundraising campaigns, leveraging social media, email marketing, and crowdfunding platforms to reach a wider audience

Awareness and Marketing: Collaborate with the marketing and communications team to create materials that effectively communicate the organization's mission, impact, and fundraising needs to potential donors and supporters.

Internal coordination: between the FR department and the internal team to ensure work alignment and updates are in place and liaise with engagement for signoffs and visual materials.

Compliance: Adhere to legal and ethical guidelines surrounding fundraising activities, ensuring that the organization operates transparently and responsibly.

OTHER: any other duty, as appropriate to the post and as delegated by your line manager.

The Profile

Educational Qualifications

Bachelor's degree, ideally in communications, business, public relations, or a related field

A certification, diploma, or similar qualification in fundraising is a plus

Experience & Skills

At least three (3) years of experience in a fundraising role with a demonstrated track record of meeting fundraising goals or equivalent experience gained through a professional qualification

Exceptional communication and relationship-building skills

Ability to lead and motivate colleagues and volunteers

Strong attention to details

Passion for research

Ability to successfully balance priorities while managing multiple tasks and planning big events

Excellent written and verbal communication skills in the Arabic and English languages

Organizational Competencies

Ability to build strong interpersonal relationships, in particular working with cross-cultural and global teams

Effective planning and organizing abilities

Good time management

Develop innovative fundraising ideas and campaigns to engage donors

The capacity to multitask, manage numerous projects at once, and perform well under time constraints and pressure

Autonomous, flexible, and agile

Knowledge sharing

Familiarity with online fundraising platforms, social media, and email marketing

Behavioral Competencies

Assertive and persistent, demonstrate the ability to effectively lead a task from inception to completion

Adapt to new trends and adjust strategies accordingly

Demonstrate a positive mindset and have the ability to think creatively and find solutions

Maintain integrity at all times

Ability to adapt to changing circumstances and work in a fast-paced environment

The Employer

Our client believes optimism is a form of courage. Our client believes that a billion acts of courage can spark a brighter tomorrow.

A green and peaceful future is our quest. The heroes of our story are all of us who believe that a better world is not only within reach but is being built today.

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