

## Vacancy International Fundraiser Coordinator PBI

**Job Title:** International Fundraising Coordinator Peace Brigades International

**Hours per week:** 35 hours per week

**Salary Range:** GBP 31,850

**Holidays:** 28 days + statutory holidays

**Location:** London, UK

**Two year renewable contract** (dependant on funding)



**Aims of post:** Coordination of Peace Brigades International (PBI) fundraising work to ensure the development and implementation of a global fundraising strategy. This strategy is aimed at developing PBI's funding base in a sustainable way to benefit all parts of the organisation and enable PBI to expand our peace and human rights work.

**Responsible to:** the International Coordinator, who in turn is responsible to PBI's International Governance Council. All key planning around PBI's global fundraising strategy and practical implementation will be done through the International Fundraising Working Group (IFRWG) and International Operations Council.

### Job Description

1. Convene and coordinate the IFRWG.
2. Lead the development and implementation of a strategy that will stabilise and grow funding sources for all of PBI. This strategy will:
  - Be developed with PBI fundraisers, sharing knowledge and information and building organisational capacity;
  - Have clear, precise goals for PBI's fundraising;
  - Develop a more unified, global approach to fundraising, incorporating current economic analysis and fundraising trends;
  - Coordinate PBI's approaches to funders;
  - Develop longer term funding plans;
  - Research worldwide potential sources of funding, develop a database of organisations and build contact with potential donors;
  - Gradually diversify fundraising sources beyond governmental funds.
3. Oversee and contribute to the development of multi-entity grant applications.

### Within the above, the priorities for 2010 are to:

- Oversee the implementation of the IFRWG 2010 workplan
- Develop and support implementation of more coordinated and efficient donor reporting systems
- Prepare for and oversee a grant application to a multi-lateral donor
- Support fundraising capacity building in the organisation

### Essential skills and experience

- Extensive experience in government and private foundation fundraising
- Research skills
- Skills and experience in organisational development and strategic planning
- Good public relations and communication skills
- Excellent writing skills
- High capacity for coordination and facilitation
- High capacity for time planning and task prioritisation.
- Fluency in English and Spanish
- Ability to work in a non-hierarchical organisation and use consensus decision-making
- Ability to work in a multi-lingual, multi-cultural environment
- PC literate with knowledge of Microsoft Word/Access databases, e-mail, and the internet

### Desirable skills and experience

- Experience in major donor fundraising
- Understanding of human rights issues and geopolitics
- Fluency in French

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### Requirements

- Ability to travel internationally
- Flexibility about working hours
- Able to work under pressure
- Commitment to PBI's work and mandate

### Application procedures:

Applicants should send a CV and cover letter to [admin@peacebrigades.org](mailto:admin@peacebrigades.org). Please put "Application for International Fundraising Coordinator" in the subject of the email. The **deadline** for applications is Sunday 14<sup>th</sup> March 2010.