

Job Title:	International Fundraising Coordinator
Hours:	35 hours per week
Salary Range:	GBP 31,850
Benefits:	5% non-contributory savings scheme
Holidays:	28 days + statutory holidays
Location:	London, UK
Contract:	Two-year renewable contract (dependent on funding)

Peace Brigades International (PBI) is an NGO that has promoted non-violence and protected human rights since 1981. We send international volunteers to areas of conflict, providing protective accompaniment to human rights defenders threatened by political violence. We also facilitate other peace-building initiatives.

Our work is based on the principles of non-partisanship and non-interference in the internal affairs of the organisations we accompany. We believe that lasting transformation of conflicts cannot be imposed from outside, but must be based on the capacity and desires of local people. Therefore we do not take part in the work of accompanied organisations. Rather our role is to open political space and provide moral support for local activists to carry out their work without fear of repression.

PBI envisions a world in which people address conflicts non-violently, where human rights are universally upheld and social justice and intercultural respect have become a reality.

Currently, PBI has field projects in Colombia, Guatemala, Indonesia, Mexico and Nepal and has 17 support groups in Europe, North America, Australia and Latin America.

This new position within PBI's international coordination team in London is an exciting opportunity for someone with creativity and initiative who has a passion for human rights issues and wants to help the organisation take its fundraising to a new level.

Job Description

Aims of post: Coordination of PBI's 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 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.

Overview:

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 this position for 2010 are to:

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

Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> ▪ Experience in government and private foundation fundraising ▪ Experience in development and implementation of strategic fundraising plans ▪ Demonstrated strong ability for coordination and facilitation 	<ul style="list-style-type: none"> ▪ Experience in major donor fundraising
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Fluency in English ▪ Intermediate proficiency in Spanish ▪ Excellent written and verbal communication skills ▪ Excellent research skills ▪ Public relations skills ▪ IT literate including use of databases, email, and the internet 	<ul style="list-style-type: none"> ▪ Understanding of human rights issues and geopolitics ▪ Working knowledge of French
Personal Qualities	<ul style="list-style-type: none"> ▪ Commitment to PBI principles and mandate 	

<p>Personal Qualities (cont.)</p>	<ul style="list-style-type: none"> ▪ High capacity for time planning and task prioritisation ▪ Able to work under pressure ▪ Ability to work in a non-hierarchical organisation and use consensus decision-making ▪ Ability to work in a multilingual, multicultural environment 	
--	--	--

Requirements

- Normal working hours are 7 hours daily between 9am to 6pm Monday to Friday, although some flexibility may be required to work outside these hours (TOIL will be provided)
- Willingness to travel internationally
- As this post is UK based, non-EC nationals will require current and valid permission to work in the UK.

Application procedure

Applicants should complete the application form and return it to admin@peacebrigades.org. Please put "Application for International Fundraising Coordinator" in the subject of the email.

The **deadline** for applications has been extended to 12pm **Thursday 31st March**. Interviews will be held on Thursday 8th April. Only short-listed candidates will be notified.