

Job advertisement

Country, Place	Zambia, Lusaka
Profession	Fundraising Capacity Builder
Start of commitment	January 2020 or by agreement
Duration	3 years
Context	The field of fundraising is getting more and more professionalized, so it gets more difficult to meet the requirements of the funding organizations. Therefore less and less of the smaller NGO's can now meet required standards, e.g. M & E Systems, financial and organizational structures. Small NGO's with a small number of direct beneficiaries are mostly not eligible for getting funds from bigger donor agencies.
Partner Organizations	COMUNDO in Zambia works with over 10 Partner Organizations (FBOs, NGOs) aiming at "improved living conditions for less privileged groups through human development" (outcome objective of the country program 2017-20). Nearly all of the POs need support in the field of fundraising, as they are either lacking fundraising personnel or the existing staff do not have the adequate skills.
Activities	This assignment is an innovation and pilot project for COMUNDO. As a Co-Worker of COMUNDO you support various Partner Organizations (POs) and are not tied to a particular one. You build capacity in all the POs concerning fundraising: you train staff members in finding opportunities, proposal writing and effective networking. You do research and make information accessible; you write a manual on best practices, you actively network with potential donors in Lusaka, among others. You work closely together with the COMUNDO Country Program Manager and are based in the respective office in Lusaka. You travel to the different POs on site and do on the job training and supervision for the local staff.
Objectives of the post	<ul style="list-style-type: none"> • Institutional sustainability is improved in order that POs are able to continue providing essential social services to their beneficiaries. • POs access to grants / finances is enhanced. • Increased fundraising and networking capacity and skills of staff members/Board members of POs.
Requirements	<ul style="list-style-type: none"> • Diploma of Advanced Studies in Fundraising Management • Minimum of 3 years experience in fundraising and proposal writing • Experience in adult education, able to adapt knowledge to local context • Resident in Switzerland or Germany • Very good English language skills

Job advertisement

COMUNDO shares a global commitment for the socially disadvantaged and for a holistic and sustainable development. The organisation sends out volunteering specialists who support projects of partner organisations in 7 countries. In their places of action they are working in partnership with the locals, sharing their lives and engaging in intercultural exchange on a daily basis

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General Working Conditions

- Between 25 and 60 years old.
- Resident in Switzerland or Germany.
- Completed vocational or tertiary education.
- At least 2 years of professional experience.
- Good knowledge of the national language of the country of destination.
- Good physical and mental health.
- You display initiative and commitment and work well in a team.
- You like to improvise and be creative in order to find new ways of doing things.
- You are keen to interact with people of different cultural backgrounds, religions and living environments.
- You are prepared to sign up for a three year assignment and motivated to live a simple lifestyle during this time.
- You are prepared to contribute to public relations and fundraising.
- Workload: 100%

We offer

- An exciting working environment with an ample space for initiative, participation and enabling intercultural contacts
- An adequate preparation
- Introduction to the situation of the country of destination and local support
- Travelling costs in both directions are covered.
- Living and insurance costs during your assignment are covered.
- After the return initial aid is provided.

Application Procedure

Before submitting a written application we recommend that you contact the organisation or attend an information meeting in your neighbourhood. This will provide you with more detailed information about the application procedure, the working conditions, the working culture and benefits provided by COMUNDO. You will find the respective dates on our website. The application form may also be found on our website or you may get it at the information meeting. The questionnaire and a short life story (as described in the guidelines) will supplement the usual application documentation (motivational letter, curriculum vitae, certificates and job references).