



Job Description

| | |
|---|---|
| Position/Title | Fundraising Coordinator |
| Goal of Position | Develop and implement CAN Europe’s fundraising strategy to maximise the political effectiveness of the network |
| Functions & responsibilities | <p>Fundraising Strategy Development & Implementation - Partnership Building</p> <ul style="list-style-type: none"> ▪ Research & prospection: stay on top of the overall political and philanthropic and institutional donors’ context, ensure informational flow to colleagues and input into the overall organisational strategy; ▪ Based on guidance from the CAN Europe management team and input from colleagues, coordinate the development and implementation of the fundraising strategy, action plan and internal processes of the organisation, in line with the overall organisational vision and strategy; ▪ Develop CAN Europe relationships with potential and existing donors in line with CAN Europe’s fundraising strategy. For this, the fundraising coordinator will coordinate with the relevant internal teams in contact with potential donors and aligned with fundraising of members; ▪ Together with the Head of Operations, monitor budgetary gaps and funding needs and adapt the fundraising action plan accordingly. <p>Fundraising and Reporting Coordination for the Secretariat</p> <ul style="list-style-type: none"> ▪ With the support and guidance of the CAN Europe management team, coordinate the implementation of the fundraising strategy, action plan and internal processes of the organisation, in line with the overall organisational vision and strategy; |

- Together with relevant colleagues, develop project concepts & applications to donors in line with CAN Europe fundraising strategy to increase the financial capacity of the organisation;
- Together with the finance and administration coordinator, get in touch with members in order to collect the yearly membership fees;
- Ensure the timely delivery of reports for specific grants and projects. This includes the coordination of colleagues' inputs.
- Act as a point of contact for staff in relation to grant applications and reporting requirements;
- Oversee the annual fundraising calendar and ensure the smooth and timely execution of fundraising related deadlines;
- Participate in the execution of specific grants, as appropriate;
- Attend internal and external meetings relevant to fundraising and staying on top of overall political context.

Fundraising and Network Development

- Together with the Head of Network Development, ensure coherence and links between fundraising strategy & Network development;
- Together with the Head of Network Development and relevant colleagues, maintain, develop and improve 'CANFund' (CAN Europe's initiative to support members' fundraising) in order to increase members' capacity;
- Developing relationships with members and scope out opportunities for funding, joint fundraising or subgranting to members;
- Providing regular updates to members on funding opportunities, among others via the an online database;
- Building joint funding applications with members, in collaboration with relevant staff members;
- Stimulating links between members to bring them together on fundraising;
- Contribute to international solidarity between CAN nodes, more specifically by inputting in and supporting the efforts of the CAN International Resources Mobilisation Task Force, as appropriate. This aspect is supported by the Head of Network Development.

Input to internal affairs

- Participate in team-wide processes and matters relevant to the organisation as a whole as required;
- Attend regular staff meetings and other Secretariat-wide meetings;
- Work on other projects as assigned by the line manager.

| | |
|--------------------------|---|
| Time requirements | <ul style="list-style-type: none"> ▪ Full-time or 4/5 contract |
|--------------------------|---|

| % of Time | Main team responsibilities |
|------------------|-----------------------------------|
| 40 | Administration and finances |
| 20 | Communication and representation |
| 40 | Coordination and outreach |
| 100 | TOTAL |

| % of Time | Specific responsibilities |
|------------------|----------------------------------|
| 20 | Network outreach/ coordination |
| 70 | Fundraising and reporting |
| 10 | Internal affairs |
| 100 | TOTAL |

| | |
|-------------------------------------|-----------------------------------|
| Supervisory responsibilities | Supervise interns, as appropriate |
|-------------------------------------|-----------------------------------|

| | |
|------------------------|--|
| Line management | This position is managed by the Head of Network Development. |
|------------------------|--|