

# POSITION DESCRIPTION

The logo for Burma Link, featuring the words "BURMA LINK" in white, uppercase letters on a red rectangular background with a white border.

**POSITION TITLE:** Fundraising Officer

**ORGANIZATION:** Burma Link – Mae Sot, Thailand

**REPORTS TO:** Program Director

**OVERALL RESPONSIBILITY:** The Fundraising Officer is responsible for developing and implementing the fundraising strategy for Burma Link; setting priorities, goals and budgets; researching and identifying potential donors, cultivating potential donors and communicating with current donors; and writing proposals to obtain grants/donations and preparing presentations to deliver to potential donors and key stakeholders. Other tasks include maintaining donor databases, working with the Program Director, Governing Board, and relevant Burma Link staff on fundraising activities, and overseeing event planning and campaigns as needed.

## **KEY RESPONSIBILITIES:**

- Manage and coordinate overall strategy for funding generation with emphasis on maximizing a growing and diversified stream of stable, core, multi-year funding.
- Identify appropriate Burma Link funding priorities and opportunities, and work to secure funding for them.
- Build on any existing sets of relationships as well as increase the number and quality of major donor prospects through individual visits, research, donor database management, networking and cultivation. Develop and implement fundraising campaigns for regular and one-off donations, including converting one-off donations to regular donations.
- Establish and achieve measurable short- and long-term goals for funding and donor acquisition.
- Ensure competitive grant proposals are completed for the most suitable programs to be submitted to the most suitable funders.
- Manage Burma Link's donor relationships and ensure ongoing contacts are maintained with major donors, working closely with the Program Manager.
- Develop and maintain systems for timely and ongoing information provision to donors.
- Ensure that Burma Link delivers on all its commitments to funders.
- Customize materials for successful marketing, solicitation and cultivation of major donors, and update as necessary.
- Work with the Burma Link Website Designer and the International and Burma Coordinators to ensure that the Burma Link website supports fundraising efforts.
- Compile and maintain Burma Link information for fundraising communications.
- Manage all presentations and face-to-face requests to funders.
- Set up fundraising trips for self, the Program Director, Governing Board members, and/or appropriate Burma Link staff and arrange visits to Burma Link by prospective donors.

- Work with fundraising professionals within Burma Link partner organizations to develop a network that supports Burma Link's fundraising and exchanges best practice
- Establish and manage the fundraising database.
- Establish funding transfer systems for the timely receipts of grants and donations.
- Build and enhance a local ethnic fundraising staff capacity.
- Assist with annual audits, reports, planning, and budgeting.
- Perform other duties as may be requested.

#### **JOB REQUIREMENTS – EDUCATION & PROFESSIONAL:**

- University degree, preferably in marketing, public relations or fundraising.
- Previous demonstrated experience managing and implementing a comprehensive fundraising program, preferably with an international organization.
- Good understanding of promotional tools for advertising and public relations.
- Able to present complex and technical information in simple language at senior levels with donors/prospects.
- Demonstrated ability in grant and proposal-writing skills.
- Demonstrated experience and effectiveness in prospect identification, relationship building, and solicitation.
- Familiarity with funding vehicles and methods.
- Experience with digital fundraising approaches and supporter development.
- Excellent written and oral communication skills in English. Knowledge of Burmese & Karen is an advantage.

#### **JOB REQUIREMENTS – PERSONAL ATTRIBUTES:**

- High degree of personal initiative and creativity.
- Capable of working independently and within a team as well as forming strong working relationships with program and finance staff across the organization.
- Able to work effectively in a multi-cultural environment.
- Ability to manage a communications schedule with a diverse donor base ensuring that relationships with donors develop and mature.
- Ability to prioritize and manage own time even under pressure.
- Willingness and ability to travel and work outside normal working hours.
- Able to identify what needs to get done, then willing and able to make it happen with great attention to detail.
- Strong organizational skills and the ability to meet deadlines.
- Outgoing, confident, and able to influence people and present a compelling case for donor support.

#### **APPLICATIONS**

This is currently a non-paid volunteer position as Burma Link is fully run by volunteers until funds are available. To be considered for this opportunity, please send your CV and cover letter to [office@burmalink.org](mailto:office@burmalink.org) by April 30, 2015.

**2 April 2015**