



Aux côtés du peuple Lao

Job description

Fundraising Officer

Main objective: Serving poorest populations of Lao PDR through fundraising and administration for SFE's development projects

1. Starting date

As soon as possible

2. Location

Based in Europe – remote work most of the time

3. General job description

- Ensure the development of the fundraising strategy for the SFE and to coordinate its implementation, at individual, private and institutional donor level.
- Provides some administrative work

4. Main activities

4.1 Fundraising (as Fundraising Officer) (80%)

- Create and update a **fundraising strategy** in collaboration with the SFE Fundraising Team, to be approved by the Committee in Europe.
 - *The Fundraising Team consists of the Country Representative (CR), the Program Advisor, and the Field Representative in Laos, along with 2 members of the Committee in Europe.*
- Take part in **the implementation of this strategy** under the coordination of the Fundraising Team:
 - Keep good relationships with the historical and current financial and technical partners of SFE.
 - Contribute to the diversification and sustainability of the funds received by SFE: contact new potential partners, both institutional and private.
 - Update a table with potential new financial and technical partners, requirements, deadlines, and new contacts established
 - Be up to date on the calls for proposals and strategic partnership opportunities for common fundraising.
 - Be up to date on the trends and opportunities in international aid for development.
 - Write, follow up and negotiate the funding requests according to the specific requests of the financial partners, in collaboration with the field team in Laos.
 - Support the team in Laos for reporting whenever needed.
- **Participate in events** to promote SFE's work and mission

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- Elaborate **fundraising campaigns towards individual donors** in collaboration with the SFE Communication Manager (CM).

4.2 Administration (as Office Manager) (20%)

- Prepare the agendas of Committee meetings in Europe
- Write official letters
- Prepare General Assembly documents and convocations
- Prepare Job Vacancy announcements and communication/ distribution to SFE partners organizations
- Follow-up of applications files
- Prepares and monitors volunteer contracts

5. Skills, experience and qualifications required

- Required Skills-experience
 - Good knowledge of development program and project management (including design, writing and evaluation), and its tools and methodology
 - Training in fundraising
 - Good skills in institutional communication and public relations
 - Perfect fluency in written and oral expression in French and English
 - Good computer skills (Excel, Word, Powerpoint, Outlook,)
- Required qualities
 - Commitment, dynamism, autonomy, pro-activity
 - Rigour, reliability and loyalty
 - Excellent interpersonal skills
 - Creativity

6. Benefits

- SFE ensures that the following expenses are covered:
social insurance
salary
- Half-time permanent position or more

7. Application Process

For more information on any of these points and for application, please contact us: france@sfe-laos.org
Curriculum and covering letter requested

Website: www.sfe-laos.org

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