



volunteering for peace

NGO Official partner of UNESCO (Consultative status)

Participatory status with the Council of Europe

CALL: SCI International Secretariat is recruiting a new staff member

JOB TITLE: Fundraiser

GENERAL INFORMATION

Service Civil International (SCI) is inviting tenders for the post of **Freelance Fundraiser**. SCI is a peace organisation that promotes a culture of peace through voluntary work. The projects that SCI runs have a number of themes including peace and non-formal education, environment, social and culture. There are also a number of thematic campaigns including Building Bridges and Peers to Peace. Please see our [website](#) for details. Additionally, a number of core meetings are to be financed. This variety presents a wide scope of opportunity to the fundraiser.

SCI is looking for a Trusts and Foundations Fundraiser to support the work of the movement nationally and internationally. The larger EU applications are handled by the International Secretariat (IS), the Head office. The overall plan is to focus on small to medium sized grant giving organisations to begin with. You will be responsible for identifying and cultivating new opportunities as well as nurturing links with existing funding partners and making sure that we comply with all reporting requirements. Once the post becomes more established and successful, we envisage increasing the number of hours and/or fundraisers, and adding a corporate fundraiser to the team.

The post will be supported by the IS and a Working Group of volunteers with fundraising experience.

MAIN RESPONSABILITIES

Fundraiser with the International Secretariat of SCI

SALARY

Tender

TERM

Part-time. 15 hours per week initially (timing of hours to be agreed)



volunteering for peace

NGO Official partner of UNESCO (Consultative status)

Participatory status with the Council of Europe

STARTING DATE

Within 1 month of offering position

CONTRACT

9 months, with 3 month probation period with the eventual aim of a contract extension, if successful in the role.

LOCATION

Home based

ORIENTATION

Orientation can be supported remotely, or desirable-you will spend 2 days in the IS, speaking to the staff and learning about SCI fundraising and projects. Reasonable expenses will be covered by SCI.

EQUIPMENT

You will need to have your own smart-phone and laptop

REPORTING

You will report to the International Coordinator, and communicate with the Communication and Volunteer Coordinator in the International Secretariat in Antwerp, and remotely with the Fundraising Working Group.

DETAILED TASK DESCRIPTION

PROSPECT RESEARCH

1. Mapping income from trusts and foundations received by like-minded organisations, with a view to identifying opportunities for developing new funding partnerships.
2. Contacting trusts and foundations to check eligibility for funding and to build connections.
3. Identifying resources which could enable us to spend more time on writing and preparing grant proposals. You can make recommendations about investment in prospect research services which could increase time spent on making applications and developing relationships.
4. Logging all details of potential grant giving organisations to apply to in the SCI system.
5. Maintaining a calendar of when applications are due in and when reports are due in and create an annual trusts and foundations work plan.

INTERNATIONAL OPPORTUNITIES

The Association of Service Civil International ivzw
Belgiëlei 37
B-2018 Antwerp, Belgium

Tel: +32 (0)3 226 57 27
E-mail: info@sci.ngo
www.sci.ngo



volunteering for peace

NGO Official partner of UNESCO (Consultative status)

Participatory status with the Council of Europe

1. You will research funding opportunities for global grant opportunities in Europe, the Americas, Asia-Pacific and Africa and identify potential target trusts. You will recommend actions to be taken to develop relationships as appropriate with the relevant continents, perhaps a monthly funding update for SCI branches to use.

GRANT APPLICATIONS

You will:

1. Have a strategic approach, only spending time developing relationships with trusts and foundations which have a clear alignment with our work.
2. You will use previous successful grant applications and associated materials to prepare grant proposals and letters of intent and will have the support of SCI.
3. Develop a steady income stream from smaller trusts and foundations which provide grants of less than €10,000.
4. Cultivate relationships with medium trusts and foundations and make regular applications to organisations for a value of greater than €10,000. You will have the support of the IS and the Working Group.
5. Work towards developing multi-year funding support from trusts and foundations where possible to enable us to plan and forecast our budget more effectively.
6. You will be provided with a budget for the projects you apply for and will be working to support our fundraising for our full annual budget for the year.
7. Provide a monthly progress report to the International Coordinator.

Most applications will be made in English, however, knowledge of French and Dutch would be an advantage.

This is a freelance position and you will be expected to adhere to the freelance working rules of your country with regards to registration and tax.



volunteering for peace

NGO Official partner of UNESCO (Consultative status)

Participatory status with the Council of Europe

HOW TO APPLY:

If you wish to apply for this post, please send

1. CV
2. Covering letter, including your tender (expected remuneration)
3. An example of a successful application you have written
4. A brief outline plan of how you would approach this new post.
5. Details of 2 referees that we can contact

no later **than 30th September 2017** to coordinator@sci.ngo. Please use "Application Freelance Fundraiser" as the email subject line.

CONTACT DETAILS:

Questions or discuss the post jackie.purves@scimail.org