

Job advertisement for fundraiser

Role	Fundraiser
Team	Administration team
Reports to	Co- Director
Location	Athens, Greece
Employee type	Part-time

1. Main purpose of the job

- a. Identify suitable funding opportunities/grants for Faros programs

2. Duties and responsibilities:

- a. Prepare an updated analysis of funding opportunities for Faros programs
- b. Prepare and adjust proposals for relevant grants
- c. Prepare strategy to attract corporate support and/or sponsorships
- d. Identify suitable corporate support opportunities
- e. Prepare strategy to attract private support
Identify suitable private support opportunities

3. Qualifications and experience

- a. Strong knowledge of the Greek migrant/refugee context
- b. Experience from Greek NGO sector
- c. Experience in managing projects funded by public and private sources
- d. Experience developing project applications
- e. Background in social science, political science, law, or other relevant field

4. Personal qualities

- a. Self-starter/able to use own initiative.
- b. Team worker
- c. Looking for the best in people and is good at empowering others
- d. High level of flexibility
- e. Looking for solutions and has the ability to keep calm in stressful situations
- f. Ability to retain and maintain confidentiality
- g. Relates warmly to people
- h. Awareness of own limitations and when to seek help/advice
- i. Proactive and enthusiastic
- j. Commitment to their own and others' continuing professional development

Send application and CV to jobs@faros.org.gr before 4 October 2018. Only shortlisted candidates will be contacted.