



Friends of the Earth International's Secretariat in Amsterdam is looking for an

## **International Fundraising Coordinator (30 to 37,5 hrs/week)**

### **JOB DESCRIPTION**

Friends of the Earth International (FoEI) is the world's largest grassroots environmental federation with 75 autonomous member groups around the world. FoEI aims to ensure that the struggles and experiences of local communities – especially those most affected by unsustainable development – are brought to bear on policies and practices at national and international levels. We focus on four program areas: climate justice and energy, forests and biodiversity, food sovereignty, and economic justice. Our vision is of a peaceful and sustainable world based on societies living in harmony with nature.

FoEI's decentralized and democratic structure allows all member groups to participate in decision-making. We are governed by our member groups, which are organized in regional structures and come together every two years to vote on issues facing the federation. Between meetings governance is provided by an elected Executive Committee made up of representatives from our groups. A small International Secretariat in Amsterdam supports the member groups, campaigns, programs and other activities of the federation through fundraising, campaign coordination, trainings, communications and information management.

FoEI is seeking a talented International Fundraising Coordinator to ensure that the federation is engaged in effective fundraising strategies. The position reports to FoEI's International Coordinator and is based in FoEI's International Secretariat in Amsterdam, The Netherlands. The Fundraising Coordinator will work with a team of one part time staff person working at the International Secretariat and one full time fundraiser based in Washington, D.C.

FoEI's current funding comes primarily from development aid, foundation grants and membership fees. Fundraising must be aligned with FoEI's mission and values and FoEI does not accept donations from corporations.

### **JOB RESPONSIBILITIES**

#### **General**

- Design, implement and manage a comprehensive and strategic fundraising plan aligned with FoEI's mission and vision, in collaboration with the International Coordinator, Secretariat staff and the (remotely-based) Executive Committee and International Program Coordinators
- Provide thorough evaluation of current development activities and identify and pursue new opportunities
- Provide strategic thinking for, and assist with development efforts from our regional groupings.
- Provide input to finance staff for budget preparations
- Supervise and guide the work of FoEI's fundraising staff

### ***Donor agencies and private foundations***

- Develop, facilitate and coordinate FoEI proposals and collaborative proposals with member groups and regional structures
- Stay abreast of funding options for FoEI from development aid organizations and private foundations
- Ensure relationships with existing FoEI funders are strong and conducive to further funding
- Represent FoEI in funding coalitions and collaborations
- Deploy FoEI Executive Committee members and federation staff as needed to funder meetings and events

### ***Individual donors and communications***

- Work with the FoEI Communications team to develop a vision and strategy for online fundraising and provide input on the fundraising aspects of external communication tools such as the website, social networking sites and publications
- Develop a vision and strategy for fundraising from major individual donor, within the confines of FoEI's structure and rules

### ***Planning, monitoring and evaluating FoEI activities***

- Work with management team and grant management staff to ensure PM&E systems are in place for grants managed by the International Secretariat and procedures followed

## **QUALIFICATIONS**

- At least five years of relevant experience, including a proven track record of leadership in designing, managing and implementing a full suite of development efforts, including development aid funders, private foundations and major gifts
- Excellent written and verbal communication skills, including the ability to persuasively communicate technical subjects to non-technical audiences and non-native English speakers
- Experience with PM&E systems and requirements
- Demonstrated ability to work within a multi-cultural office environment and a complex, decentralized, multi-cultural federation
- Ability to support numerous projects and teams concurrently
- Demonstrated commitment to environmental justice and human rights
- Ability to work independently while also working with numerous remotely-based international partners
- Strong strategic thinking and planning skills
- Strong relationship management and representation skills
- Experience with online fundraising would be an advantage
- Excellent command, both spoken and written, of the English language; working knowledge of Spanish or French would be a strong advantage

## **WHAT FoEI OFFERS**

We offer an opportunity to contribute to a better world and work for an inspiring international and culturally diverse network in an office with a small friendly team at a great location in Amsterdam.

Full time Salary (37.5 hours/week) between € 4,193 and € 4,654 monthly.

Contract duration: 1 year, to be renewed upon positive performance evaluation.

Relocation package offered. If necessary the employer will apply for a work permit with the Dutch authorities. Participation in collective pension arrangement compulsory.

## **APPLICATIONS**

Please send your letter and CV (max 2 pages) to Brigitte Ligtoet (FoEI Human Resources Officer) at [vacancies\[at\]foei.org](mailto:vacancies[at]foei.org) **before March 19** mentioning 'Fundraising Coordinator' in the subject title. The interviews will be held in the week of April 2.

*Friends of the Earth International is an equal opportunities employer and committed to building a culturally diverse staff. We encourage applications from people currently under-represented in the environmental justice movement, and particularly in senior positions, including: women; people of any ethnic, social and religious background; people living with disability; lesbian, gay, bisexual and transgender people.*