



SENIOR FUNDRAISING AND REPORTING OFFICER PREFERABLY BASED IN COPENHAGEN OR PARIS

Position description:

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is recruiting a Senior Fundraising and Reporting Officer (FRO) to join its dynamic team. The FRO will be responsible for supporting fundraising and reporting efforts in line with EMHRF's strategy, notably cultivating relations with and developing high quality proposals, reports and other communication materials to donors, partners, the Board and staff. This position requires organisational skills, attention to detail and excellent verbal and written communication skills. The ability to work within a multicultural and decentralised team is also essential, as well as a demonstrated ability to organise and manage priorities independently.

Background:

The EMHRF is a private Danish-based Foundation established on 9 December 2004 (<https://emhrf.org/>). The Foundation aims at supporting human rights defenders and non-governmental organisations by means of small grants in the South-Mediterranean region. Its annual budget reaches around EUR 3.5 million and its income comes from ten different donors. The headquarters of EMHRF are located in the city centre of Copenhagen and comprises, besides the Finance Director, an Administration and Finance Officer. In addition, the EMHRF secretariat has two sub-offices in Paris and Tunis with a Programme Director, acting as the head of the Foundation's Secretariat, a Regional Manager, six Programme Coordinators, and a Grants Administrator. The Board, the highest authority of EMHRF, consists of twelve voluntary members.

Responsibilities:

The Senior Fundraising and Reporting Officer will report directly to the Programme Director, and will closely work with the Grants Administrator and the Finance Director.

1- Fundraising

- Monitor and identify new fundraising opportunities in line with EMHRF Fundraising Guiding Principles.
- Proactively develop a fundraising plan relevant to EMHRF mission, including regularly updating a donor database.
- Write concept notes and narrative proposals matching EMHRF's strategic and budgetary directions.
- Ensure consolidation and consistency between the programmatic and financial elements of proposals and donor compliance.

2- Reporting

- Carefully review donor contracts and requirements, ensuring adherence to EMHRF internal policies and regulations.
- Coordinate with the Grants Administrator to collect information on implemented actions and outcomes on a regular basis.
- Write high quality narrative reports, consistent with financial results, in accordance with donor requirements and deadlines.
- Support the development of monitoring and evaluation tools to measure and learn from the outcomes of EMHRF's actions.
- Prepare the annual activity report and communication material reflecting its mission and achievements to external partners.

3- Nurturing and maintaining relationships with donors

- Develop and sustain effective communication channels with donors with the aim of maintaining active working relationships and cultivating trust.
- Address specific donors' requests in a timely manner, in liaison with the staff.



- Develop presentations and supporting materials for donor meetings.
- Represent EMHRF, upon delegation, in donor meetings and events.
- Perform other related activities as may be required by management.

Qualifications:

- A university degree in Public Relations, International Development, Non-Profit Management or a similar field.
- A minimum of at least five years of experience in fundraising, and demonstrated experience in proposal writing, reporting, monitoring and evaluation.
- Strong knowledge of institutional donors' funding and donor regulations in the human rights field.
- Excellent verbal and written communication skills in English (Danish will be an additional asset).
- Strong commitment to the principles and practice of human rights.
- Demonstrated interest and understanding of sociopolitical developments in the Middle East and North Africa.
- Knowledge of Outcome Harvesting preferable.
- Excellent research and organisational skills, and ability to prioritise and deliver within tight deadlines.
- Dedication to a not-for-profit mission, excellent interpersonal skills and ability to work within a team.
- Good administrative and numerical skills and attention to detail.
- Computer literacy mandatory, and eagerness to create visual content will be considered an asset, such as photography or infographics.
- Candidates must be available to be legally hired in Denmark or France.

Conditions:

Contract: Permanent contract.

Working hours: Full time.

Wage: On the basis of EMHRF salary scales taking into account seniority.

Start of assignment: As soon as possible.

Location: Copenhagen or Paris (or alternatively home-based position depending on the candidate's profile, with some travel to the EMHRF offices).

Commitment to Equality:

The EMHRF is committed to ensuring equality and non-discrimination on grounds of sex, race, religion or belief in its hiring process. The EMHRF is a multicultural environment that celebrates diversity. All employees are expected to promote and act in a manner that ensures a non-discriminatory, open and sensitive approach to others from different backgrounds and cultures.

Application Process:

Interested candidates should submit a **CV** and a **cover letter** (please clearly indicate in the latter your availability and expected salary (or last salary received)).

In addition to your CV and cover letter, please prepare and send **a one-page paper** on the main fundraising priorities that the Foundation should consider over the next five years, based on the material available on EMHRF website, notably its annual activity and financial reports.

These three documents should be sent in English as soon as possible and **no later than Thursday 4 August 2022** to recruitment@emhrf.org. Incomplete applications will not be accepted.

The post will remain open until filled, so candidates are invited to submit their applications as soon as possible. Only selected candidates will be invited to a first interview which is expected to take place during the week of 8-12 August.