

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Since 1976, Habitat has helped more than 9.8 million people obtain a safer place to sleep at night, along with the strength, stability and independence to build better lives. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. Habitat's global mission was made possible thanks to its many generous donors and the hands and hearts of 1.8 million volunteers. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit www.habitat.org.

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

We are currently seeking to recruit an exciting position with Habitat for Humanity International, Europe, Middle East and Africa (EMEA):

Donor Relations Officer

To support the EMEA Resource Development team in raising funds from EMEA-based donors for HFHI network and donors outside EMEA for EMEA projects.

JOB TITLE: Donor Relations Officer

REPORTS TO: Donor Care Manager, Resource Development

SALARY: 1 170 €

ESSENTIAL DUTIES & RESPONSIBILITIES

The Donor Relations Officer (DRO) will work with the Donor Care Manager to support the EMEA external fundraising network, assist with the EMEA direct front-facing fundraising to raise funds/grants for HFHI global programs and help with stewarding a global grant/partnership portfolio of \$25M+.

DONOR AND GRANT MANAGEMENT SUPPORT

- Support EMEA external fundraising and assist Designed Donors in funding for EMEA programmes.
- Gather and consolidate EMEA project information for EMEA EX funding. Working with the HFHI network
- Make sure reports are submitted on time, in donor template and are of appropriate quality
- Prepare grant-related documentation and paperwork (term-sheets, contracts, disbursement requests,...)
- Gather information for development of concept notes and proposals
- Assist with international coordination of global grants and partnerships
- In cooperation with all relevant departments and other area offices support smooth running of partnerships and grants
- Collaborate with the communications department on PR-related aspects
- Support planning, promotion and development of donor events. Ensure volunteer teams include all of the donor's requests. Ensure volunteer teams include all of the donor's requests

RESEARCH AND DONOR SUPPORT:

- Research new fundraising opportunities and draft related donor profiles
- Draft high-quality and tailored presentations and other documents as requested
- Schedule phone calls and meetings

DATA, FILES and INFORMATION MANAGEMENT:

- Perform data entry and maintain accurate donor records for regional and national donors in HFHI's donor database and EMEA RD prospect pipeline
- Coordinate as needed with other relevant HFHI teams and national offices to facilitate cross-border fundraising efforts
- Keep accurate record on donors, projects, income and support with preparing internal quarterly reports, divisional objectives, Ensure files are saved locally and on cloud server

SKILLS, COMPETENCIES, AND EXPERIENCE

- Strong organizational skills and excellent writing, verbal communicational and presentation skills
- Fluency in English (written and verbal)
- Basic understanding of budget creation and reporting
- Proficiency in e-mail, internet, Microsoft Word, Excel and Powerpoint
- Experience in data management and data analysis
- Excellent management and interpersonal skills
- Strong interest in international development and global development issues, practices and principles
- Creativity (in developing profitable fundraising activities and materials)
- High ethical standards
- Team-player, strong collaborative approach

If you'd like to join the global team in Bratislava and you qualify within the specified job requirements, submit your motivation letter and CV as ONE DOCUMENT in English to Human Resources at emeahr@habitat.org.

Closing date for applications: July 31st, 2018. Only short-listed candidates will be contacted for an interview.