

## Job Title: Capacity Development and Fundraising Coordinator

### Job Description:

**Position Overview:** We are seeking a highly motivated and skilled individual to join our team as a Capacity Development and Fundraising Coordinator. This role involves overseeing the organization's capacity building initiatives while also leading fundraising efforts to support our mission. The ideal candidate will have a strong background in both capacity development strategies and fundraising techniques, with a passion for driving organizational growth and sustainability. This position will initially be offered as a part-time fixed-term contract for one year, with the possibility of extension based on performance and funding availability.

### Key Responsibilities:

#### 1. Capacity Building:

- Develop and implement strategies to enhance the organization's capacity in areas such as fundraising, community development, and organizational effectiveness.
- Conduct assessments to identify capacity gaps and opportunities for improvement.
- Provide ongoing support and guidance to internal stakeholders to ensure the successful implementation of capacity-building initiatives.

#### 2. Fundraising:

- Develop and execute comprehensive fundraising plans to achieve revenue goals and sustain organizational operations.
- Identify and cultivate relationships with individual donors, corporate sponsors, foundations, and other potential funding sources.
- Write grant proposals, sponsorship letters, and other fundraising materials to secure financial support.
- Organize fundraising campaigns, including donor outreach, logistics planning, and follow-up activities.
- Monitor and evaluate fundraising activities to track progress and identify areas for improvement.

#### 3. Collaboration and Communication:

- Collaborate with board and staff to align capacity building and fundraising efforts with organizational goals and priorities.
- Communicate effectively with stakeholders, including donors, partners, and board members, to articulate the organization's mission, impact, and funding needs.

- Represent the organization with the Executive Director at meetings and networking events to promote awareness and build relationships within the community.
4. Reporting and Documentation:
- Maintain accurate records of fundraising activities, donor contributions, and grant applications.
  - Prepare regular reports and updates on fundraising outcomes, budget allocations, and capacity-building achievements for internal and external stakeholders.
  - Ensure compliance with relevant regulations and reporting requirements related to fundraising and grant management.

Qualifications:

- Bachelor's degree in nonprofit management, business administration, communications, or a related field. Master's degree preferred.
- Minimum of 5 years of experience in capacity building, fundraising, or nonprofit management.
- Strong understanding of capacity development principles and best practices.
- Proven track record of successfully securing funding through grants, donations, or other fundraising initiatives.
- Excellent written and verbal communication skills, with the ability to effectively engage and inspire diverse stakeholders.
- Highly organized and detail-oriented, with the ability to manage multiple projects and deadlines simultaneously.
- Proficiency in Google products and Little Green Light fundraising software
- Ability to work independently and collaboratively in a dynamic team environment.

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Responsibilities are subject to change based on organizational needs and the evolution of the role.

Hours: 20 per week