**POSITION DESCRIPTION**

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| Position name | Corporate fundraising specialist |
| Location | Red Cross of Montenegro, JovanaTomasevica 6, Podgorica |
| Employment | Full-time - temporary position |
| Salary | tbd |

* Concepts, expressions, nouns, adjectives, verbs and terms that are expressed in the grammatical masculine gender in the text of this advertisement refer without discrimination to persons of the female gender, that is, they imply the natural masculine and feminine gender of the persons to whom they refer.

**Position requirements**

We are looking for a corporate fundraising specialist, who will actively develop corporate partnerships in the Red Cross of Montenegro. You have a unique chance to join our small but ambitious team and help create and implement the new Resource Mobilization Strategy.

As a specialist in corporate fundraising, you will take on the overall management of the corporate fundraising program, actively attracting new and maintaining relationships with existing partners. You will be responsible for the systematic development of the corporate channel for attracting resources in order to support the important work of the Red Cross of Montenegro.

Applicants must have excellent communication and presentation skills. Experience in writing project proposals and "packaging" projects in such a way, that they will take into account the interests of all parties involved.

**Job responsibilities**

* Development and implementation of a strategy for attracting resources (financial and in-kind) from the corporate sector with the support of management and close cooperation with the team of the Red Cross of Montenegro.
* Development and implementation of plans to attract resources from corporate sources, as well as budgeting for the implementation of the corporate partnership program.
* Development of projects for various types of partnerships (for example, in the field of co-branding, general partnerships and support for specific programs, donations from company employees, sponsorship, corporate volunteering) in close cooperation with the program staff of the Red Cross of Montenegro.
* Developing and updating the quality materials that will be used in project proposals, addresses and presentations for partners.
* Conducting regular market monitoring in order to find new opportunities and options for cooperation with the corporate sector.
* Studying potential partners in order to find approaches and identify possible areas of cooperation.
* Studying new trends and innovations in the field of fundraising, as well as new areas of interest to corporate partners.
* Providing high-quality and timely reporting to partners in accordance with agreements and deadlines.
* Track and process all incoming donations from the corporate sector in accordance with internal procedures and ensure that all corporate income is properly recorded.

**Requirements for the candidate**

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| **Requirements** | **Obligatory** | **Optional** |
| Higher education (marketing, business administration, management, communications, international relations) | **Tick** |  |
| Experience in marketing, public relations, working with corporate partners / sponsors, sales, business administration | **Tick** |  |
| Experience in building strong relationships with partners, sponsors, clients and stakeholders | **Tick** |  |
| Experience in developing high-quality project proposals, marketing products |  | **Tick** |
| Experience in developing and implementing strategies |  | **Tick** |
| Experience in writing, implementing and managing projects | **Tick** |  |
| Experience in developing, writing and applying for grants for large projects |  | **Tick** |
| Organizational skills with experience in multitasking and prioritization | **Tick** |  |
| Planning and reporting skills | **Tick** |  |
| Experience of systematic work in accordance with the set goals and deadlines, the ability to work under pressure | **Tick** |  |
| Experience of representing the organization outside of it and experience of public speaking |  | **Tick** |
| Excellent communication skills, both written and oral | **Tick** |  |
| Strong analytical and creative skills |  | **Tick** |
| Good interpersonal and teamwork skills, ability to work independently | **Tick** |  |
| High level of computer literacy and knowledge of MS Office | **Tick** |  |
| English language C1 or C2 level | **Tick** |  |

**Additional information**

**Filling an application**

The job application must include your resume and cover letter stating relevant skills and experience.

**Applications are submitted until**: 7 days as of the day of publication.

**Selection process**

The selection of candidates will begin immediately after the vacancy is closed. The Red Cross of Montenegro uses a transparent selection process. Only candidates, who are shortlisted, will be invited to the interview.

**Contacts**

For all questions you are interested in regarding this vacancy, please contact: Nataša Uskoković, tel. no.: 020 241 819