



INITIATIVES OF CHANGE INTERNATIONAL
Junior Fundraising Assistant Job Advertisement

Job Title: Junior Fundraising Assistant
Department: International Trustbuilding Program
Location: virtual
Time: part-time position/ flexible hours up to 15 per week

Job Summary:

Initiatives of Change International (IofCI) is currently searching for a motivated and detail-oriented Junior Fundraising Assistant to support our fundraising activities, and primarily the International [Trustbuilding Program's](#) (TBP) team.

The Junior Fundraising Assistant will play a crucial role in conducting research, maintaining accurate records, monitoring deadlines, assisting with donor communication, building donor relationships, and supporting the fundraising process. The ideal candidate will be responsible for supporting fundraising activities and researching potential donors.

If you are passionate about fundraising and making a positive impact, we encourage you to apply for this exciting opportunity.

CONTEXT

Initiatives of Change International (IofCI) is a non-profit membership organization active in 44 countries, with a century-long track record of spiritual transformation, dialogue, peacebuilding and trustbuilding worldwide. Its tagline is “building trust across the world’s divides.” A priority of IofCI today is the growth, funding and high-level operation of an international Trustbuilding Program (TBP). The TBP marshals the knowhow within the movement and offers it to affiliate national IofCI teams through a focused program to help them address critical divides in their respective societies. The program is currently active in 12 countries.

We are seeking a Junior Fundraising Assistant to work with IofCI and play a key role in ensuring the TBP is sustainable.

KEY RESPONSIBILITIES

- Researching and identifying potential donors, foundations, and grants aligned with the Trustbuilding Program’s as well as broader Initiatives of Change’s mission and values.
- Approaching businesses, foundations, governments and individuals to encourage donations.
- Keeping track of funding opportunities by monitoring donor websites and grant databases.
- Managing an internal fundraising, donor database, updating it with new prospects and opportunities.
- Evaluating potential donors to ensure alignment with the program’s objectives.
- Planning donation campaigns and events along with the communications team.
- Monitoring deadlines and ensuring compliance with donor requirements.

- Writing and submitting grant proposals tailored to donor requirements.
- Identifying and collaborating with internal and external partners and stakeholders to broaden our reach and financial support.

REQUIRED PERSONAL QUALITIES AND SKILLS

Candidates should possess the following qualities and skills:

- Bachelor's degree in a related field or equivalent experience
- Commitment to the core principles and vision of IofC
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to conduct thorough research and analysis
- Familiarity with fundraising practices and techniques
- Experience in using fundraising and donor management software (preferable)
- Knowledge of grant writing and proposal development (preferable)
- Strong interpersonal skills and ability to build and maintain relationships
- Understanding of non-profit organizations and their funding sources (preferable)
- Ability to work independently, as part of a small team and with a multiplicity of volunteers from diverse cultures
- Knowledge of peacebuilding, conflict resolution, and international development (preferable)

HOW TO APPLY

All applications should include a CV plus a letter of application (max two pages), showing how you meet the requirements of the position. Please provide two references; at least one reference should be a professional one.

All applications should be sent to jobs@iofc.org by **10 November 2024**.