



Fundraising and Communication Coordinator

- **Vacancy for:** 1
- **Posted on:** Oct. 4, 2018
- **Deadline:** Oct. 20, 2018, 11:59 p.m.

Primary Responsibilities:

- Research and solicit new sources of public, foundation, and corporate donors to support existing programs and launch new initiatives;
- Develop and implement a strategy to create organization's individual donor program, including overseeing fundraising events;
- Help manage relationships and ongoing communication with existing donors and supporters; as well as management and development of proposals and reports to public and private donors;
- Bolster the organizations communications with its constituents through email, website management, social media, community and ethnic media strategies, multi-lingual collateral materials and grassroots outreach.
- Support the organizations policy advocacy work through media strategies and communication with partner organizations, elected officials, and government agencies;
- Assist the Executive Chairperson with other special projects, as necessary.

Qualifications:

- Minimum five years of experience of grant writing, fundraising and funding management with proven track record;
- Extremely well organized and detail-oriented;
- Experience and ability to manage priorities and juggle multiple demands;
- Fluent in English and Nepali
- Master's degree preferred; Bachelor's degree with substantial experience can be considered.

Key Competencies:

- Strong interpersonal and communications skills;
- Strong writing and editing skills in English language;
- Ability to work in a team
- Strategic and creative in approaches to fundraising

The employment category is time-based with 1 year employment initially with prospect of extension in the future. The position is Kathmandu-based with some visits outside of Kathmandu as demanded by the job. Remuneration is negotiable which is primarily determined by the years of experience of the applicant.

Applying Procedure

Interested candidates can submit a CV along with a cover letter to samatafoundation740@gmail.com by **20th October 2018**.

Female candidates and candidates from marginalized groups are given priority.

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