

Job description for the Fundraising Coordinator

Organization: Prometheus

Location: Athens/Hybrid

Occupation: Full-time

Reports to: General Director

The role

The Fundraising Coordinator has a central role in the shaping and implementation of the Fundraising Strategy of Prometheus. Beyond planning, the role is actively involved in identifying funding opportunities, building impactful relationships with donors, and developing compelling funding proposals for different funding streams.

We are looking for a person who is curious in exploring and implementing new fundraising approaches and is inspired to contribute in expanding the impact of our programs, by growing Prometheus' donor portfolio and cultivating lasting relationships with funders.

The role is suited for a restless professional who is cause driven, loves fundraising and relationship building and has excellent communication, presentation and writing skills.

Fundraising Strategy:

- Collaborate with the General Director to shape and implement the organization's fundraising strategy.
- Set clear fundraising goals and identify key performance indicators (KPIs) to measure success.
- Ensure alignment of fundraising activities with Prometheus' mission and vision.
- Monitor progress against KPIs and liaise with the General Director to make any adjustments necessary to the plan.

Donor Relationship Building:

- Undertake activities and initiatives to cultivate and maintain strong relationships with existing donors, sponsors, and funding partners.
- Build strategic relationships with diverse donors, particularly with companies and foundations.
- Develop strategies to engage and retain donors through regular communication and personalized outreach.
- Expand Prometheus' donor portfolio and grow its network of funders.
- Participate in events and relevant fora, using effective networking.

Prospect Research:

- Navigate EU portals to identify relevant calls for proposals.
- Conduct ongoing desk research to identify potential prospect donors, especially corporate partners and philanthropic foundations.
- Work closely with the General Director to capitalize on the existing network of Prometheus.
- Liaise with Board members, when needed, to explore further networking opportunities.
- Connect with the professional community of non-profits, by participating in relevant conferences and other networking events.
- Stay informed about trends and opportunities in the fundraising landscape.

Proposal Development:

- Prepare compelling funding proposals tailored to specific donors and EU calls.
- Collaborate with program managers and other team members to gather relevant information and develop funded project ideas.
- Provide insight on donor priorities, based on research and communications with potential funders.
- Liaise with the General Director, to ensure that the projects align with the organization's strategic priorities and goals.
- Work closely with the finance department to design budgets tailored to the project needs.

Grant Writing:

- Prepare submissions for EU calls: project idea, consortium, time plan, budget
- Write and submit grant applications, ensuring compliance with guidelines and deadlines.
- Liaise with the program manager to collect input relevant to the suggested project.
- Pursue feedback from donors about the progress of the submissions and communicate results across the organization.
- Liaise with the General Director for feedback and sign off.

Fundraising Events:

- Develop and execute fundraising events to engage donors and cultivate relationships.
- Utilize social media, email marketing, and other channels effectively to promote events and initiatives.
- Liaise with external partners and suppliers to plan and execute the events.

- Work with volunteers and other team members for the effective coordination and running of the events.

Budget Oversight:

- Work closely with the finance team to monitor fundraising budgets and produce donor reports.
- Provide regular updates and reports on fundraising performance to the General Director.
- Maintain an overall knowledge of the actual income of the organization.

Qualifications

- Bachelor's degree in Nonprofit Management, Communications, Marketing, or a related field.
- Minimum of 3 years of experience in fundraising, grant writing, or a related field.
- Proven experience in budgeting.
- Proven track record of successful fundraising and donor relationship management.
- Excellent communication, presentation, and writing skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in using fundraising software and CRM systems.
- Familiarity with social media platforms and digital marketing strategies.