

Fundraising and Donor Coordinator

The [Global Alliance of NGOs for Road Safety](#) is looking for an experienced Fundraising and Donor Coordinator to support Alliance programs through the full lifecycle from fundraising, to design, implementation, and reporting.

Deadline for submission: 18 May 2023

About Us

The Global Alliance of NGOs for Road Safety is a network organization of over 340 NGOs in more than 100 countries and acts to make the world's roads safe for all.

We are a small and energetic team who sees opportunities over challenges. We bring our ideas and perspectives to the table, are proud of our work and have fun while doing it.

We think that an Alliance which is professional, trusted and respected will be best positioned to serve its Members, live up to the Alliance mission and contribute to the road safety targets set in the Sustainable Development Goals and the Global Plan for the Decade of Action for Road Safety 2021-2030.

The Fundraising and Donor Coordinator is a key role within the leading global network of NGOs working in road safety and safe mobility. If you are proactive, organized, self-managing, and a team player, we hope you want to join us and help take our regional and global work to the next level.

[Fundraising and Donor Coordinator – Terms of Reference](#)

About the Role

You will report to the Executive Director and liaise closely with colleagues across the Alliance Secretariat team to support all aspects of our donor management, from actively seeking and identifying funding opportunities, developing and writing proposals that deliver on our impact goals, supporting implementation of donor-funded programs, ensuring deliverables to donors are met, liaising with donors and potential donors, and writing donor reports. The role is new and established to improve processes and procedures to ensure efficiency and effective collaboration across the Alliance teams.

You will refine our fundraising strategy and support our global and regional team members to design and deliver programs that focus on strengthening our network, advocacy, accountability and capacity building. From your fundraising experience, you will be comfortable in mapping potential funders and write funding proposals for both corporate and institutional donors.

Road safety links to all aspects of the Sustainable Development Goals, and you will be an active part in broadening fundraising opportunities within other SDGs and strengthening civil societies' role in achieving them.

You will coordinate and monitor program and project plans, liaising with the responsible Alliance team member and other Alliance team members, to ensure that all donor requirements and programmatic milestones and targets are achieved.

You will write donor reports and will coordinate inputs from team members to incorporate monitoring and evaluation results.

This is a coordinating role where you work closely with all team members and with NGOs to raise their voice and play their part in improving road safety around the world.

Responsibilities:

- Coordinate the full donor lifecycle from fundraising, to design, implementation, and reporting;
- Donor mapping and management;
- Support program design;
- Plan and develop concept notes and funding applications, including budgets;
- Manage grants and ensure commitments are met;
- Support program implementation and follow up of project/grants commitments;
- Maintain existing donor relations and identify new ones;
- Support donor reporting;
- Improve processes and procedures to ensure maximum efficiency and effective collaboration. This includes, for example, developing and updating report templates and schedules.

Qualifications and experiences:

- Minimum three years of relevant professional experience;
- Proven success in writing funding proposals for corporate and institutional donors;
- Demonstrated experience tracking and managing projects and budgets;
- Documented experience with grant management from relevant organizations;
- Documented experience with acquisition from institutional donors;
- Excellent communication skills and business level written and spoken English.

Desirable qualifications:

- Experience from the field of road safety and safe mobility;

- French and/or Spanish spoken and written skills.

Competencies:

- Structured and analytical;
- Creative and constructive;
- Strong interpersonal and intercultural skills;
- Assertive with a positive mindset and thriving as part of a team working for a common goal;
- Prepared to work remote, be self driven and meet deadlines;
- Accustomed to working at all levels in an international environment.

We offer:

- A meaningful job in an organization that values a good working environment and prioritizes personal and professional development of its employees;
- Good work-life balance and a strong collegial community;
- Work is home-based and with flexible hours (The Alliance uses Central European Time, CET, as a reference);
- A full-time position.