



Refugee 4 Refugees Communications and Fundraising Manager - Job Description

Position Title	Communications and Fundraising Manager
Contract period	6 months (<i>1 month probationary period</i>)
Start Date	As soon as possible
Reporting to	Country Director
Location	Lesvos, Greece

What we do

Refugee 4 Refugees (R4R) is a Greek Registered NGO with no political, religious or ethnic affiliation working to provide humanitarian aid on Lesvos, Samos and on mainland Greece. Originally founded in 2017 by Omar Alshakal, R4R aims to promote the establishment of a participative global aid ecosystem, whereby refugees and asylum seekers can feel empowered through their active involvement in humanitarian and development interventions.

Purpose of the Position

Refugee 4 Refugees' is looking for a passionate and experienced communications and fundraising professional to join our emergency relief operations in Greece. The ideal candidate will have significant experience in the NGO sector managing external communications, fundraising campaigns and liaising with media to raise awareness about the context in which an organisation works and its ongoing projects.

With full backing and commitment from the Board, and Senior Management Team, you will put in place and deliver on an integrated strategy for income growth and brand development.

The Communications and Fundraising Manager is responsible for R4R's external and internal communications, managing our donor relations while ensuring successful fundraising strategies are enabling current and future operations. The working base for this position is Lesvos, with travel being required to other R4R operating locations (currently Lesvos, Samos and Athens).



Key Responsibilities

Communications

- Responsible for strategic content creation on all R4R social media platforms, including capturing compelling stories, setting tone, posting adequate volumes, and telling stories of all R4R operational locations.
- Generate newsletters according to a schedule aimed at past volunteers and key external stakeholders on the achievements of R4R.
- Lead on media outreach, including coordinating media visits, writing press releases on key organisational achievements, and proactively reaching out to media contacts for opportunities.
- Provide talking points to other team members for external communications where necessary.
- Responsible for maintenance and management of the R4R website and various social media platforms. This includes developing key organisational texts to explain the work of R4R to external stakeholders.
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Fundraising and External Relations

- Develop and implement a comprehensive, innovative and integrated fundraising strategy plan and goals that reflect the needs of the budget. This includes identifying key new donors who could be approached as future R4R funders.
- Identify institutional donor requirements of potential R4R donors and work with the Country Director to where possible put these systems in place so that the funding base of R4R could diversify.
- Plan, lead and oversee the execution of online fundraising campaigns.
- Identify funding opportunities proactively for all R4R locations and potential scale up of operations.
- In close working collaboration and coordination with the Finance and Programme team, lead on project proposals including designing, writing, submission, and follow up.
- Ensure that donor engagement leads to a real increase in funding for R4R.

Reporting and Grant Management

- Generate reports aimed at donors based on the programmatic reports provided by the Programme/Project Manager and Finance Manager. Actively gather any missing information.
- Ensure that donor criteria and requirements are well understood, documented, communicated and met.
- Develop a donor reporting schedule, in line with reports required by donors, and reports/communications that would build donor relations. Where required develop reporting formats.

Team Management and Capacity Strengthening

- Line manager for the following positions; Communications and Fundraising Officer. Where a position is vacant fulfil the responsibilities of that role.
- Support your team to develop systems and policies and actively work with them to ensure improvements are made where required.
- Support the professional development of Project team members in areas where skill gaps



are identified. Arrange relevant training, conduct one-to-one meetings.

- Oversee communications in all R4R locations to ensure that R4R maintains a consistent voice and tone.
- Any other tasks identified by the line manager.

Profile Candidate / Qualifications

- Bachelor's degree in communications, marketing, or a related discipline.
- Minimum 3 years of experience working in a non-profit including substantial responsibility for marketing and/or communications functions and fundraising.
- Demonstrated knowledge and proficiency with digital communications platforms, including social media, website management and email marketing tools.
- Demonstrated experience developing fundraising campaigns and working with crowdfunding platforms.
- Demonstrated experience in grant proposals and report writing for key partners and donors.
- Strong understanding of copywriting, graphic design and content creation.
- Fluent in English with excellent, written, editing and oral communications skills. Arabic, Farsi and/or French is an asset.
- Strong financial analysis and planning skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.
- Awareness of the humanitarian situation in Greece impacting refugees and asylum seekers.
- Highly computer literate, with experience using content creation platforms such as the Adobe suite and content management systems including WordPress.

Core Competencies

- Experience working in the grass-roots NGO sector, specifically within Greece.
- Experience working with multicultural teams and international environments.
- Experience as a spokesperson on behalf of a not-for-profit organisation.
- Knowledge of individual donor management platforms.
- Background in advocacy relating to refugees and asylum seekers in Europe.
- Videography and photography experience at a professional level.

What We Offer

- To be part of an enthusiastic team in an inspiring working environment.
- A flexible and human-centred working environment in a humanitarian organisation.
- Well balanced employment conditions with space for initiative and development.
- For initial appointments, R4R offers a contract of maximum six months (including a one-month probationary period) with possibility of extension based on funds and performance.
- R4R staff are required to register in Greece for official employment. The organisation can support in this process, and only applicants entitled to work in Greece will be considered in the process.
- The position is based in Lesvos, Greece.
- R4R is committed to providing a fair compensation package that is justifiable to our donors.



The gross salary range is between:

- € 1.000 to € 1.200, on the basis of 40 hours per week, weighted on qualification and relevant working experience.
- And an extra monthly benefit of € 200 for accommodation and Per diem.

Information and Application

If you recognize yourself in this profile and meet the requirements, we welcome you to apply.

Please submit your Letter of Motivation + Curriculum Vitae in English (only applications with a motivation letter will be included in the process) to hr@refugee4refugees.gr.

The closing date for applications is 29th August 2021 at 17:00 (EEST).

Qualified female candidates are encouraged to apply.

Only successful candidates will be contacted to proceed to the next phase in the application process. In the event an ideal candidate is found, R4R will close applications.

Acquisition is not appreciated