

Call for CVs Interim Outreach and Development Officer

Deadline for submission January 24, 2016

Vacancy: Interim Outreach and Development Officer (temporary contract to cover staff on maternity leave)

General Description and objectives of the position:

The objectives of the Interim Outreach and Development Officer will be to contribute to the implementation of the organization's outreach and development (fundraising) strategy in close coordination with the Internal Governance Officer and the Programs and Finance Departments, reporting to the Deputy Secretary General, under the authority of the Secretary General.

Location: Madrid (applicants must hold EU citizenship or valid work permit within the EU)

Duration: Until October, 2016.

Remuneration: Gross annual salary: 32,000€.

Requirements

- University degree or post graduate studies, preferably in political science, international affairs or other social sciences.
- Knowledge and interest in democratic development and human rights, international relations, civil society organizations and in the work being carried out by governmental, intergovernmental and/or international non-governmental organizations in these fields.
- At least 5 years of continued professional experience, with a minimum of 3 in similar or related fields of work in governmental, intergovernmental and/or international non-governmental organizations. Specific fundraising, marketing or promotional work experience will be an important consideration in the selection process.
- Native level fluency in Spanish and English. Other language skills will be a plus.
- Excellent communication and writing skills. Ability to successfully communicate – orally and in writing - organizational objectives and results. Experience in direct contact with institutional and/or funding partners.
- Good computer skills/ proficiency in the use of the MS Office Package/ other relevant software tools.
- Ability to work autonomously and in a multicultural team.
- Ability to maintain privacy/confidentiality in working with high profile/high net worth individuals.
- Excellent problem solving and strong organizational skills. Capacity to undertake several tasks at the same time, prioritizing as needed and responding effectively.
- Creativity to ensure the greatest impact possible with limited resources.
- Intensive dedication and motivation throughout the period of the contract.
- Availability to travel, if needed.
- Immediate availability.

Main Tasks

- ***Fundraising: Identification of calls, presentation of requests, management of grants***
Execute the World Leadership Alliance - Club de Madrid's annual fundraising plan.
- Research and prioritize potential core funding from governments, international organizations, foundations, corporations and individuals, including funding needed for internal governance meetings;
- In coordination with the Programs Department support proposals for project funding from governments, international organizations, foundations and corporations;
- In coordination with the Programs Department and the Internal Governance Officer, develop and propose partnerships and collaborations, and support proposals to pursue different funding modalities;
- Support the World Leadership Alliance - Club de Madrid Secretary General, Deputy Secretary General and eventually the Members in their respective fundraising activities;
- In coordination with the Finance Department:
 - Develop and track proposals and reports for all fundraising
 - Draft and process gift and funding agreements, managing the gift and funding acknowledgment process.
- In coordination with the Programs and the Finance Departments, formulate reports, budgets and grant information as needed and as required for solicitation purposes and/or by donors;
- Develop and cultivate funding prospects and maintain ongoing relationships with major core and project donors;
- Foster and develop Member engagement and participation in achieving fundraising goals;
- In close collaboration with the World Leadership Alliance - Club de Madrid's CFO, maintain regular and fluid communications with the World Economic Council's administrative structure and Treasurer, as well as with the World Leadership Alliance - Club de Madrid Foundation Inc.

Donor Communication

- Day-to-day management of donor correspondence;
- Establishes and implements a strategy for an adequate level of exchange with potential and existing donors;
- Drafts letters to potential and existing donors, managing communications with them;
- In collaboration with the Communications Officer, prepares information about the World Leadership Alliance - Club de Madrid and its work for potential and existing donor cultivation;
- Monitors response rates and donor demographics.

Fundraising event management

- Organisation and management of third party collaborations, income generating and other fundraising events to raise awareness of World Leadership Alliance - Club de Madrid activities and increase the fundraising capacity of the organisation, with particular attention to the demands of the World Economic Council, the World Leadership Alliance - Club de Madrid's funding partner within the recently established World Leadership Alliance, and other major partners
- Coordinates Member, Secretary General and Deputy Secretary General participation in fundraising events and meetings, collaborating with other Departments, as needed.

Record Keeping and Database Management

- Develop and maintain an accurate and effective fundraising and donor database. Ensures complete and accurate documentation of potential and existing donor information, including paper and electronic files of contacts, exchanges and agreements, working with other pertinent Departments to ensure accuracy in reporting to both donors and to the World Leadership Alliance - Club de Madrid Board.

Grant Processing and Reporting

- In coordination with the Finance Department, the World Economic Council and the World Leadership Alliance - Club de Madrid Foundation (USA), ensure that grants and contributions are processed in accordance with established procedures. Prepare related paperwork as required for donors, staff, and financial institutions.
- Design and generate fundraising reports as required;
- Research and prepare prospect contact reports as needed;
- Draft fundraising reports for the Board of Directors;
- Report to the Deputy Secretary General weekly or as otherwise needed.

Other – Additional assignments as required by the Secretary General and the Deputy Secretary General, including support for on and off-site meetings and conferences

The World Leadership Alliance - Club de Madrid

The World Leadership Alliance - Club de Madrid is an independent organization whose purpose and priority is to contribute to strengthening democracy in the world. The World Leadership Alliance - Club de Madrid acts as a consultative body for governments, democratic leaders, and institutions involved in processes of democratic transition. The political and leadership experience of its members – 110 former heads of state and government from democratic countries- in processes of democratic transition and consolidation is the World Leadership Alliance - Club de Madrid’s unique resource and main asset. Along with the experience and cooperation of other high level political practitioners and governance experts, this resource is a working tool to convert ideas into practical and feasible recommendations and action plans for implementation. For additional information on the World Leadership Alliance - Club de Madrid, please go to: www.clubmadrid.org

To show interest, please send a CV and a cover letter to:

clubmadrid@clubmadrid.org

by January 24, 2016

please indicate in the subject line **“Interim Outreach and Development Officer”**

The World Leadership Alliance - Club de Madrid welcomes all indications of interests. Only short-listed candidates will be contacted