

## Job Description

<b>Job title</b>	Fundraising Officer	<b>Job category</b>	
<b>Work station</b>	Wild Jordan	<b>Unit/Section/ Division</b>	PR Section /Marketing & Sales
<b>Line Manager</b>	Director of Communications	<b>Management responsibility</b>	PR Team

### Main Role

To development and implementation of RSCN's fundraising activities in order to actively increase and diversify income levels to secure funding for program work and organizational core costs, and establish major new income generation portfolios for RSCN including community and major donor fundraising.

### Main Duties and Tasks

- Develop and support the implementation of annual fundraising plans.
- Ensure fundraising systems are in place to secure integrated fundraising.
- Research, propose, and implement new initiatives that increase and diversify RSCN's income.
- Collaborate with divisions to determine RSCN's funding needs and develop proposals to secure funding.
- Develop a detailed database of donors and sponsors.
- Develop and maintain RSCN fundraising portfolio.
- Develop communication strategies for RSCN's different fundraising programs and initiatives.
- Contribute to the preparation of RSCN's strategic plans.
- Participate in general staff meetings, workshops and brainstorm sessions when requested to do so.
- Any other duties that may be required of the position.

### Additional duties and Challenges

- Contribute generally to team work within the division and maintain a good, positive, and diplomatic attitude to all RSCN staff, clients, and any other people with whom you communicate.

### Job profile/knowledge and tasks/ qualifications

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Bachelor's degree in PR, communications, marketing, fundraising or any directly related discipline.
- Minimum 3 years experience directly related to the duties and responsibilities specified.
- Computer literate.
- Efficiency in handling work pressure, while maintaining good team spirit.
- Excellent command of spoken and written Arabic and English.

- Knowledge of public relations, communication principles, media, direct mail, and marketing techniques.
- Knowledge of publishing procedures and requirements.
- Ability to plan, organize and coordinate media activities and promotional events.
- Ability to create, compose and edit written materials in Arabic and English.
- Ability to manage and motivate others.
- Strong problem solving skills.
- Takes initiative.
- Environmentally conscious.
- Ability to work and build good relationships with individuals from diverse backgrounds.
- Prepared to travel to local and international destinations, and stay overnight when required.

**Approved by:**

Name of the staff: .....

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Division Director: Chris Johnson

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Date of the approval.....