



Fundraiser / Remote / One Day a Week / Volunteer

A reliable and self-governing individual with written and verbal communication skills (English essential) and experience in fundraising for non-for-profit entities. Candidates would be expected to work from home and in any global time zone. This creative project, progressive team and social impact offer a fulfilling position to the right candidate, enabling flexibility in both schedule and location.

This post would be in collaboration by the Museum direction.

Position/Responsibilities

- ❖ Researching for and communication with funding bodies.
- ❖ Administration and submission of fundraising applications.
- ❖ Virtual monthly meeting involving reports and assessment.
- ❖ Creative brainstorming and execution of e-events and private fundraising.
- ❖ Management of communication systems and keeping a tasks record
- ❖ Continual succession planning.

Skill/Experience Requirements

- Superior level of written and verbal communication skills and excellent English language is essential.
- Computer skills and good working knowledge of Microsoft Office.
- Previous successful work experience in fundraising, content writing or marketing.
- To be able work efficiently and independently.
- Must be able to prioritize effectively, work well under pressure at times, and meet deadlines.
- Candidate must be able to clearly follow instructions and ask questions when in need of clarification.
- Experience in both a corporate workplace and fundraising.

Working structure/ schedule

- Part time – Approximately 8 hours a week with no structured timetable.
- Benefits- The candidate can work independently, from home or whilst travelling. Working for a constantly developing non-for-profit organization that believes in its mission, social impact and the development and care of its team.
- A period of 6 months is asked for the initial commitment.
- Reassessment would be carried out after 6 months.

To Apply:

Send an email of intention and an up-to-date C.V. to Jess at info@sefroumuseum.org