



Development Officer | Latin American Foundation for the Future

Job Title: Development Officer

Location: Cusco, Peru

Hours: 40 hrs weekly (flexible)

Salary: S/ 3.300 to 3.500 PEN per month based on experience (double salary paid in July and December)

About us:

Latin American Foundation for the Future is a young and dynamic organisation based in Cusco, Peru. We support and work with local partners to promote quality education and personal development among Cusco's vulnerable young people.

About the role:

LAFF's Development officer is responsible for stewarding and managing the organisation's donor and partner relations and expanding its local and international network, creating new opportunities for fundraising and partnerships, while being responsible for LAFF's financial stability, brand image and visibility on different channels. The ideal candidate has excellent communication skills, relationship management expertise, and experience fundraising from different sources, including institutions, private donors, corporate partners, and events. Furthermore, is creative, proactive and thinks out of the box.

Tasks and responsibilities

The Development Officer's main tasks and responsibilities include:

- Researching and identifying new funding opportunities, including new grants, corporate supporters or campaign opportunities.
- Grow and maintain excellent relationships with all existing LAFF donors, including individual donors, trust and foundations, university societies and schools, corporate, private, and other potential donor groups.
- Write and submit high quality grant applications to ensure a consistent income stream from trusts, foundations, and other donor groups

- Write and submit high quality and timely donor reports to maintain strong relations with donors and encourage long-term relationships
- Collect and analyse fundraising data to monitor progress and feedback to the Board
- Maintain up to date donor relations and fundraising data systems.
- Collaborate with LAFF volunteer coordinators in Peru and remotely to deliver effective fundraising and partnership building locally and internationally
- Update and develop LAFF's brand identity and ensure all LAFF's communication channels correctly represent us, our values and our priorities.
- Initiate and maintain international and local partnerships, whether donor or otherwise, which support LAFF to deliver and further its mission and vision in Peru
- Develop and implement LAFF's recruitment strategy, ensuring LAFF can always count on a team of capable and committed volunteers in Cusco or remotely
- Collaborate with LAFF's Partnerships Manager to support LAFF's financial management
- Collaborate with LAFF's Partnerships Manager to support volunteer management and work culture development
- Collaborate with LAFF's Partnerships Manager to successfully implement our strategic plan and respond to our partners needs, while making a positive impact and effectively reaching our goals.

Requirements

This is an excellent opportunity for individuals with:

- Advanced spoken and written English and Spanish
- Academic qualification and/or professional experience in fundraising or corporate communications
- Experience writing grant applications to Trusts, Foundations, and Private donors, with specific focus on UK donors
- Good understanding of the UK donor landscape. Preferable: understanding of the international fundraising landscape and opportunities.
- Experience running fundraising campaigns targeting institutions, individuals, and other donor groups
- Experience running fundraising events in person and remotely
- Familiarity with donor relations/CRM systems e.g. Salesforce
- Excellent communication and interpersonal skills
- Analytical mindset and attention to detail
- Ability to network and grow new partnerships
- Creative thinker, able to think out of the box
- Ability to work independently, under minimal supervision
- Ability to work under pressure and meet pressing deadlines
- Motivation for working in the international development sector, especially promoting education and personal development as a tool for social change

Desirable

- Experience raising funds in the UK and liaising with British stakeholders
- Knowledge of graphic design tools
- Experience drafting and developing fundraising strategies
- Proven record of funds mobilisation
- Web management and web design experience
- Experience fundraising for education and personal development projects

How to apply

If you think you are the right candidate for the role, please send your CV (in English) to info@laffcharity.org.uk (subject line: *your name - LAFF Development Officer 2024*) and complete our [online application](#).

Successful candidates will be contacted to proceed to the second stage of our recruitment process. If you do not hear from us, please assume that you have not been successful on this occasion.