

FUNDRAISING COORDINATOR

Working to support disadvantaged young people or trekking the Inca Trail? Why not do both?!

Get the best of both worlds for a volunteering opportunity where you give your skills and experience, rather than your money.

Are you looking for a break from the 9 – 5? Or with the end of your studies finally in sight you may be wondering what exactly is it that you are supposed to do now? Or are you looking to do a year abroad as a part of your studies, or even before you start your studies, in an exciting and challenging environment? **Instead of choosing between travel and working – why not do both?**

When volunteering with LAFF your skills will be put to good use and you will have the opportunity to work directly with beneficiaries, gain valuable field experience and increased awareness of International Development issues. Based in beautiful Peru, on the doorstep of Machu Picchu, this is also a great chance to practice and improve your Spanish language fluency. After being supported into your new role through our pre-departure and in-country induction, you will work in Cusco as a valued member of our small team of enthusiastic and skilled professionals from around the globe, under the guidance and supervision of our Programme Manager. What better way to gain valuable work experience in the field than taking on this challenging and CV-boosting professional role!

About LAFF:

The Latin American Foundation for the Future (LAFF) is a UK-registered charity supporting marginalised children and young people in Peru. We work through local partner organisations in Cusco and support activities and projects in the areas of formal education; vocational skills and personal development; and sustainability, including income generation, cost reduction and capacity building. We strive to empower our beneficiaries, enabling them to become independent and sustainable.

LAFF seeks a skilled individual for a full time volunteering position.

Position Title: Fundraising Coordinator

Location: Cusco, Peru.

Employment Type: Unpaid volunteering position/ full time

Leave: 2 days per month

Application Deadline: ongoing (we frequently require replacement volunteers, so apply now!)

Duration: 3-6 months

Summary

The fundraising component of LAFF's work aims to increase funds from Trusts and Foundations, companies, schools and universities in order to financially support LAFF's programmes. Working with LAFF's Communications Officer, this fundraising focused role maintains and improves LAFF's international and local visibility through innovative strategies and raises awareness about various socioeconomic problems, in particular those affecting children and young people in Peru, in order to increase local and international funding support. The fundraising strategy consists of identifying fundraising possibilities; writing proposals to trusts, foundations and businesses; and engaging with schools and universities. Focus is also placed on ensuring that all funders receive updated information and appropriate gratitude/recognition for their support.

WWW.LAFFCHARITY.ORG.UK INFO@LAFFCHARITY.ORG.UK

LAFF IS A UK REGISTERED CHARITY # 1125872

Responsibilities

Under the supervision of the Programme Manager, the Fundraising Coordinator will be expected to carry out the following tasks:

- Plan, develop and carry out LAFF's fundraising activities
- Research potential funding opportunities and draft funding proposals with the participation of other LAFF team members, depending on the programme area.
- Ensure all current donors are recognized for their support and well informed of progress on the ground through timely and relevant reports/updates.
- Launch campaigns encouraging fundraising activities for LAFF's supporters.
- Manage and develop LAFF's Ambassador Programme.
- Maintain and update a fundraising strategy.
- Ensure that fundraising practices reflect the priorities, mission and vision of LAFF.
- Network and forge links with relevant stakeholders and organisations (including current and potential donors, companies, Trusts, Foundations, universities, schools and other supporters) to ensure continued support for existing and new initiatives and the engagement of our supporters in all fundraising activities.
- Ensure that all sponsors have regular contact with the young people they are supporting.

Requirements

- Undergraduate degree (or currently enrolled) in Languages, International Relations, Marketing or a related field.
- 1-year work or volunteer experience in fundraising highly desirable.
- Excellent written and spoken English language skills required.
- Intermediate or Advanced Spanish language skills desirable.
- Excellent attention to detail.
- Interest in acquiring communications and international development experience.
- Excellent interpersonal and written communication skills.
- Highly organized, flexible, independent, and culturally sensitive, with the ability to multitask.
- Experience/good knowledge of social media usage.
- Good knowledge of MS Office.

Personal Qualities

We are looking for motivated self-starters who are able to work independently as well as being good team players. A non-judgmental approach and commitment to learning is essential, as well as a positive outlook and preparedness for the realities of volunteering in a Latin American country.

In order to apply for this fantastic opportunity, please download an application form from our website (www.laffcharity.org.uk) and submit it, together with your CV, to: info@laffcharity.org.uk. Please include the title of the position you are applying for in the subject line of your message.

Note: Volunteers are expected to cover all their own costs – including flights, visas, insurance and living expenses. Applications not compliant with the instructions above will not be accepted. All successful volunteer applicants must undergo a police check prior to acceptance. LAFF will hold interviews with suitable applicants. Due to the high volume of applications, we are only able to contact successful applicants.

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