



## 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, rather than your money.*

Are you looking for a break from 9-5? Or are you looking to do a year abroad as part of your studies, or even before you start your studies, in an exciting and challenging environment? 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 increase awareness of international development issues. Based in beautiful Peru, on the doorstep of Machu Picchu, this is also a great chance to improve your Spanish fluency.

**Location:** Cusco

**Employment Type:** Full-time unpaid volunteering positions of minimum 7 hours per day are preferable, though applications for part time roles are also considered.

**Leave:** 2 days per month

**Duration:** 3 months

**Application Deadline:** Ongoing

LAFF sees fundraising as a way to create long term relationships with donors; as the fundraising coordinator, you will play a vital part in this, working with the communications team to consider the full donor-cycle, from first approach to long term updates about LAFF's work and our beneficiaries.

You will focus on increasing funds from Trusts and Foundations, companies, schools and universities in order to financially support LAFF's programs. The fundraising strategy consists of identifying fundraising opportunities; applying to grants, writing proposals to trusts, foundations and businesses; and engaging with different audiences e.g. schools and universities.

Your independent research skills and innovation will find new opportunities to build LAFF's corporate partner network and your understanding of LAFF's individual donor audience will develop our strategy for increasing regular monthly donors. Your success in this position will rely on your understanding of the socio-economic problems in Peru that affect LAFF's beneficiaries and your ability to effectively communicate the importance of LAFF's work and progress.

### Objectives of this Role

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

- Plan, develop and carry out LAFF's fundraising activities including grant writing
- Research potential funding opportunities and draft proposals with the participation of other LAFF team members depending on the program area
- Work with the communications team to ensure that all current donors are recognized for their support and well-informed of progress on the ground through timely and relevant reports/updates

[WWW.LAFFCHARITY.ORG.UK](http://WWW.LAFFCHARITY.ORG.UK)

[INFO@LAFFCHARITY.ORG.UK](mailto:INFO@LAFFCHARITY.ORG.UK)

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- Support the Events and Campaigns Coordinator to launch campaigns encouraging fundraising activities for LAFF's supporters
- Maintain and update LAFF's fundraising strategy
- Ensure that fundraising practices reflect the priorities, mission and vision of LAFF
- Network and forge links with relevant stakeholders and organizations (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

### **Skills and Qualifications**

- Undergraduate degree in a related field (Communications, Languages, International Relations) or currently enrolled
- 6 months volunteer or work experience in fundraising is highly desirable
- Proficiency in written and spoken English required
- Intermediate or advanced Spanish skills desirable
- Excellent interpersonal and written communication skills
- Interest in acquiring international development and fundraising strategy experience
- Highly organized, flexible, independent, culturally sensitive and detail oriented with the ability to multitask
- Good knowledge of MS Office
- Experience with CRM software is highly desirable

### **Personal Qualities**

We are looking for a motivated individual who is able to work individually and as part of a team. Fundraising at LAFF is at an exciting moment, in which we are developing our network of supporters with corporations and individuals. The right candidate will be organized and professional, working with the support of an experienced team. We are looking for someone who believes in LAFF's mission and will use their personal drive to further our existing fundraising efforts and help to strategize and deliver new ones.

### **About Latin American Foundation for the Future**

The Latin American foundation for the Future (LAFF) is a UK-based 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; sustainability, including income generation, cost reduction and capacity building. We strive to empower our beneficiaries enabling them to become independent and sustainable.

### **To apply:**

Complete and submit a response to our [volunteer application form](#) and highlight 'Fundraising' as your area under the 'Coordinator Positions' section.

Please note this position is unpaid. Successful applicants will be contacted to arrange an online interview.