

VOLUNTEER J&P PROGRAMME
Philanthropy Associate position

Summary of the position

Title: Philanthropy Associate

Location: Home based

Reports to: Project Manager

Contract: determined on a case per case basis

Starting date: On a rolling basis

Conditions: unpaid, voluntary position

Work percentage: part-time

Mission

As part of the Resource Mobilisation Team, the volunteer will assist in increasing the visibility of the organization among potential and current donors, partners and the Dominican Family within the country of residence. S/he will support the fundraising activities of the organization, including identifying and reaching out to potential donors, promoting campaigns and supporting local fundraising events. The volunteer works under the supervision of the Director and the Project Manager.

About Dominicans for Justice and Peace

Dominicans for Justice and Peace is a non-profit NGO and representing the Order of Preachers (Dominicans) to the United Nations (UN). It is dedicated to the promotion of justice and peace in the world and to the respect and protection of human rights for all. *Dominicans for Justice and Peace* hopes to contribute to the ongoing advancement of social justice and protection against human rights violations worldwide. Through its advocacy, training and academic engagement programmes, *Dominicans for Justice and Peace* aims at liaising with members of the Dominican Family worldwide, encouraging them and increasing their capacity to uphold and advocate for human rights at the international level.

Responsibilities

- Assist in the roll out of the fundraising strategy;
- Research for potential donors and partners;

- Participate in reaching out to the Dominican Family in raising awareness on the resource acquisition needs of the organisation
- Perform other related tasks as required by the organisation

Skills and Qualifications required

- Desired minimum level of study: Bachelor's degree or equivalent in a relevant field;
- Fluency in English and in the local language(s);
- Excellent written and oral communication skills, including ability to promote our work to with a wide-range of audiences;
- Experience in communication writing is an asset;
- Strong interpersonal and multicultural relationship skills;
- Enthusiastic, creative and open-minded personality;

How to apply

Send your CV with a 1-page cover letter (in English) to Mr. Benedict Rimando at benedict.rimando@un.op.org. Please mention in the subject of the message "Philanthropy Associate". Only complete applications will be reviewed and only shortlisted candidates will be contacted. Applications will be accepted on a rolling basis.