



Development Coordinator

Duration: Indeterminate

Remuneration: Voluntary, Non-Remunerated

Location: Belgium or Overseas Possible

Deadline for Applications: 01/08/2023

Position Overview:

The Development Coordinator at MUNers Across Borders (MAB) is responsible for leading the organisation's grant fundraising efforts and developing financial relationships with external organisations. As the Development Coordinator, you will play a pivotal role in securing funds to support MAB's programs, initiatives, and organisational growth. This position requires strong fundraising skills, relationship-building abilities, and a passion for the organisation's mission.

Responsibilities:

1. Grant Fundraising:

- Identify and research potential grant opportunities from foundations, corporations, and government agencies.
- Prepare high-quality grant proposals, ensuring alignment with funding priorities and guidelines.
- Coordinate with internal teams to gather information, data, and supporting documents for grant applications.
- Track and manage grant applications, reporting deadlines, and deliverables.
- Maintain accurate and up-to-date records of grant funding sources and outcomes.

2. Development Financial Relationships:

- Build and maintain relationships with potential donors, sponsors, and funding partners.
- Identify opportunities for collaboration, sponsorship, and financial support.
- Develop and implement strategies to engage and cultivate prospective donors and funding partners.
- Collaborate with the Deputy Director Financial Affairs and Treasurer to align financial strategies with fundraising efforts.

3. Donor Stewardship:

- Acknowledge and recognize donors' contributions through appropriate stewardship activities.
- Provide regular updates to donors on the impact of their support.
- Maintain open lines of communication with donors and respond to inquiries in a timely manner.

4. Reporting and Compliance:

- Prepare accurate and timely reports for grantors and funding partners.
- Ensure compliance with grant requirements, reporting deadlines, and deliverables.
- Maintain a comprehensive understanding of fundraising regulations and best practices.

5. Collaboration and Teamwork:

- Collaborate with internal teams to gather programmatic information, data, and success stories for fundraising efforts.
- Work closely with the Communications and Marketing Coordinator to ensure fundraising messaging is aligned with MAB's overall communication strategy.
- Provide support to other team members in fundraising-related activities.

Suggested Qualifications:

- Bachelor's degree in nonprofit management, business, communications, or a related field.
- Proven experience in grant fundraising, preferably within the non-profit sector.
- Strong knowledge of grant application processes and fundraising strategies.
- Excellent written and verbal communication skills, with the ability to craft compelling grant proposals.
- Strong research and analytical skills.
- Relationship-building and networking abilities.
- Highly organised, detail-oriented, and able to manage multiple deadlines.
- Proficiency in using fundraising software and databases.
- Knowledge of fundraising regulations and compliance.

As the Development Coordinator at MUNers Across Borders, you will have a direct impact on securing financial resources to support MAB's mission and programs. Your expertise in grant fundraising, relationship-building, and donor stewardship will contribute to the organisation's growth and enable MAB to continue empowering youth through Model United Nations.

Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium but across the world. Expected time is around 5-10h a week, with deviations upon request and in-discussion with the team.

How to Apply

Please submit your application on the form on the MUNers Across Borders - World MUN Day [Website](#), we will be taking applications on a rolling basis, and reserve the right to close applications early in case we find a suitable candidate ahead of time. For any queries please reach out to recruitment@worldmunday.com