



Development Officer

Duration: Indeterminate

Remuneration: Voluntary, Non-Remunerated

Location: Belgium or Overseas Possible

Deadline for Applications: 01/08/2023

Position Overview:

The Development Officer at MUNers Across Borders (MAB) plays a key role in supporting the organisation's fundraising efforts and assisting the Development Coordinator in establishing and maintaining financial relationships with external organisations. As a Development Officer, you will contribute to MAB's financial sustainability by assisting in grant research, proposal development, and donor stewardship activities. This position requires strong organisational skills, attention to detail, and a passion for the organisation's mission.

Responsibilities:

1. Grant Research and Proposal Development:

- Conduct research to identify potential grant opportunities and funding sources.
- Assist in the development of grant proposals, ensuring alignment with funding priorities and guidelines.
- Collect and compile data, program information, and supporting documents for grant applications.
- Assist in writing and editing grant proposals, ensuring accuracy, clarity, and persuasive messaging.

2. Donor Stewardship:

- Assist in donor acknowledgment and recognition activities.
- Help prepare reports on the impact of donor contributions.
- Maintain accurate records of donor communications and interactions.
- Support in responding to donor inquiries and requests.

3. Fundraising Support:

- Assist the Development Coordinator in organizing fundraising events and campaigns.
- Contribute to the development of fundraising materials, including appeals, brochures, and donor communication materials.
- Conduct prospect research and assist in identifying potential funding partners and sponsors.
- Support the coordination of donor meetings, site visits, and presentations.

4. Administrative Support:

- Maintain accurate and up-to-date records of grant applications, funding sources, and outcomes.
- Assist in tracking fundraising activities, deadlines, and deliverables.
- Provide administrative support to the Development team, including scheduling meetings, preparing materials, and managing correspondence.

Suggested Qualifications:

- Bachelor's degree in nonprofit management, business, communications, or a related field.
- Previous experience in grant research, proposal development, or fundraising support is preferred.
- Excellent written and verbal communication skills.
- Strong research and analytical abilities.
- Attention to detail and strong organisational skills.
- Ability to work effectively in a team and collaborate with cross-functional departments.
- Proficiency in using Microsoft Office and fundraising software.
- Familiarity with donor management databases is a plus.
- Passion for the mission of MUNers Across Borders and an understanding of the non-profit sector.

As a Development Officer at MUNers Across Borders, you will play a vital role in supporting the organisation's fundraising efforts and building relationships with external stakeholders. Your dedication to detail, strong organisational skills, and commitment to the organisation's mission will contribute to MAB's success.

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