

Fundraising and Project Co-Coordinator (f/m/d)

Time Commitment: min. 6 months (42h/week)

Location: Ioannina, Greece

About the Organization and the Community Center

Be Aware And Share (BAAS) is an independent non-profit organization that supports people in need and contributes to social inclusion. Founded in 2015 in Basel, Switzerland, BAAS is primarily engaging in working with people on the move in Europe. At the moment, the organization is mainly focusing on supporting people on the move at its Community Center in Ioannina, Greece. The multi-storey building offers various services and activities such as language courses, IT lessons, a free clothes shop, a creative atelier and various social activities. BAAS also carries out awareness-raising and information actions in Switzerland. All activities by BAAS are financed exclusively by donations. BAAS is a politically independent organization.

Job description

We are seeking a committed Co-Coordinator for our activities in Ioannina, Greece. The role will be to take the organization forward by driving and expanding fundraising efforts and supporting the day to day running of our Community Center. In addition to fundraising activities, the role also involves taking responsibility for project activities together with the project coordinators and managing the volunteer team. The minimum contract period is six months, starting in June 2024 or by agreement.

Responsibilities

- Responsibility for the implementation of the BAAS fundraising strategy
- Development and submission of grant applications focussing on foundations in Switzerland
- Grant management, including narrative and financial reporting
- Acquiring new institutional donors and maintaining existing partnerships
- Maintain ongoing fundraising efforts and foster relationship with private donors
- Leading the fundraising working group and representing it in the organizational coordination mechanism
- Maintenance of the Community Center's facilities, as well as the apartments of BAAS
- Contributing to the strategic decision development of the Community Center
- Co-management of daily operations in the Community Center and the project team
- Maintenance of the Community Center and BAAS residential premises
- Co-author monthly project reports & annual reviews
- Implementation and regular revision of project guidelines and risk management
- Ensure smooth collaboration with the Executive Board and other Working Groups in Switzerland

Required Skills

- Subscribe to the values of BAAS, the project objectives and enjoy working within a team
- Familiarity with fundraising avenues in the non-profit sector, ideally with experience in acquiring funds from Swiss foundations
- Knowledge of fundraising avenues and enthusiasm for the implementation of innovative financing solutions
- Excellent written and spoken communication and editing skills (English required, German desirable)
- Skilled in networking and maintaining networks with a variety of potential and existing partners
- Organized with the ability to work and make decisions under pressure, identifying priorities and keeping deadlines
- Ability to lead teams in a fast-paced and multicultural work environment
- Capable of self-organized, proactive and innovative work
- Flexibility, especially with regard to working hours
- Experience with common project management and financial tools (Slack, ClickUp, Google Apps, Xero, etc.)
- Drivers license category B, manual transmission and willingness to drive in Greece

What we offer

- Wide scope for independent work structure and participation in organisational development
- Access to diverse networks and partnerships
- Coverage of living and travel expenses as well as health insurance
- Single room in a shared accommodation is provided
- Comprehensive training and introduction to the Community Center and the organization
- The opportunity to take on a responsible position in a committed and dynamic team and to make an important contribution to the realization of the BAAS project in Greece.

We look forward to receiving your application with a letter of motivation, CV, certificates and references by **5 May 2024** to board@beawareandshare.ch - please note the job title in the subject line.

If you have any further questions about the position or the organization, please contact board@beawareandshare.ch

We welcome applications from people who broaden the societal diversity within our organization and particularly welcome applications from individuals from the displaced community.