

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

**Initial Commitment:** 6 months (42h/week), possibility for renewal

**Location:** Ioannina, Greece

**Preferred Starting Date:** Mid-July (July 10th - July 15th)

### About the Organization and the Project (Community Center in Ioannina, Greece)

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 a free clothes shop, hot meals distribution, a safe space for women, language courses, a creative atelier and various social activities, among others. 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 looking for a motivated individual with a hands-on mentality, who is able to work individually and as part of an international, multicultural team. The right candidate will be organized and professional, with strong attention to detail.

The ideal candidate will be culturally aware, able to identify with BAAS' mission on the ground and will use their personal drive to support the services offered in our Community Center in Ioannina, at the same time co-managing the volunteer team. Additionally, an integral part of the position will be to maintain our existing fundraising efforts as well as help to strategize and deliver new ones.

The Fundraising and Project Co-Coordinator will be cooperating and working closely with the other Project Co-Coordination and the Operations Manager on-site.

This position reports to the Operations Manager.

### Key Responsibilities

#### Project Coordination

- Co-ordinate activities and services offered at the Community Center
- Contribute to the strategic-decision development of the Community Center
- Procurement for the Community Center
- Distribution of the Community Center's services such as Free Shop items, Diapers, Pads, etc.
- Implementation of the project in accordance with project guidelines and policies, as those are developed at the organizational level

- Management of the volunteer team, along with the other Coordinators
- Attend the team-coordination meeting with the Operations Manager and the other Coordinators
- Attend the different coordination meetings with the project's volunteers, the various working groups, the board and active members.

### **Fundraising Coordination**

- Development and implementation of the BAAS fundraising strategy
- Drafting and submission of grant applications (narrative and financial part); grant management, including narrative and financial reporting
- Acquire new institutional donors and maintain existing partnerships
- Maintain ongoing fundraising efforts and foster relationships with private donors
- Co-lead the fundraising working group and represent it in the organizational coordination
- Co-author project reports & annual reports for donors
- Various administrative tasks (excel sheets, statistics).

### **Key skills and experience**

#### **Required:**

- Previous experience working in a non-profit and/or humanitarian setting
- Experience in (project) coordination and/or volunteer management
- Comfortable with developing narrative donor applications and reports under minimal supervision
- Comfortable with drafting project budgets for donors
- Proficiency in written and spoken English
- Strong writing and editing skills with attention to detail
- Driver's license category B, manual transmission and willingness to drive in Greece
- Strong overall computer skills with very good knowledge of MS Office
- Excellent interpersonal & communication skills
- Ability to manage multiple and competing priorities, as well as meet pressing deadlines
- Alignment with the values of BAAS and the project's objectives
- Able to work as part of a big multicultural team
- Culturally sensitive

#### **Desirable:**

- Proficiency in written and spoken German a plus (other context-related languages such as Greek, Arabic, Farsi or French will also be considered as a plus)
- Previous grants and/or financial management experience
- Knowledge of CRM software
- Experienced working with people on the move
- Previous experience in the NGO/humanitarian sector 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.

**To apply:** please send your CV and a Letter of Motivation, using the subject line "*Fundraising and Project Co-Coordinator*" to [operations@beawareandshare.ch](mailto:operations@beawareandshare.ch) with a CC' to [board@beawareandshare.ch](mailto:board@beawareandshare.ch). All applications should include complete contact information for two references (referees will be contacted only after last-phase interviews).

**Deadline** for applications is the **18th of May**.

The ideal **starting period** for the selected candidate would be **mid-July (July 10th-July 15th)**.

If you have any further questions about the position or the organization, please contact [operations@beawareandshare.ch](mailto:operations@beawareandshare.ch)

**\*\*We are aware that most candidates are less likely to apply to jobs if they do not meet every single qualification. Even if your experience and/or skills do not align perfectly with every qualification in the job description, but you feel you meet the majority of the required skills and criteria, we still encourage you to apply.**

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