Registered Office:
Palazzo della Tipografia
Headquarters:
Palazzo San Calisto
00120 - Vatican City State

No

JOB ADVERTISEMENT

CARITAS INTERNATIONALIS

has a job opening for
SENIOR FUNDRAISING OFFICER

Mission
Under the coordination and the supervision of the Director of Communications, PR and Fundraising Department, the Senior Fundraising Officer is entrusted to formulate, coordinate and support the implementation of a comprehensive fundraising strategy and specific actions and campaigns aimed at: increase the volume of donations; donor acquisition, retention and conversion; identify prospective donors and stakeholders interested in working with Caritas Internationalis, such as foundations and corporates.

Job position	Senior Fundraising officer – Level 9th
Type of contract	Fixed-Term Contract (one year/ full time with the possibility of being extended)
Department	Communications, PR and Fundraising Department
Line Manager	Communications, PR and Fundraising Department Director
Work place	Caritas Internationalis, General Secretariat – 00120 Vatican City

Main tasks

Under the supervision and the coordination of the Director of Communications, PR and Fundraising Department:

1. Participate in the coordination of the work of the Fundraising Unit, and formulate and regularly update fundraising strategies, policies, and procedures.
2. Propose, coordinate and support the implementation of direct marketing and digital fundraising strategies, in coordination with the Communications Unit.
3. Formulate, coordinate and support a three-year plan aimed at promoting legacies and in-memory giving.
4. Formulate, coordinate and support major donors' dedicated strategy.
5. Identify potential donors among foundations and corporates; formulate, coordinate and follow up acquisition activities

6. Participating in capacity strengthening of Caritas member organisations in the area of fundraising

Main Activities

With reference to the task n.1

1.1. Contribute to the formulation and constant updating of the fundraising overall strategy for the General Secretariat of Caritas Internationalis (CI).
1.2. Formulation and implementation of tailored action and campaigns aimed at a donor acquisition, cultivation, retention, and conversion.
1.3. Participate in the coordination of the Fundraising Unit, ensuring the objectives are attained.
1.4. Develop and recommend fundraising policies, procedures, and budgets required to support fundraising activities.
1.5. Contribute to the constant analysis of CI General Secretariat's fundraising performance and donor trends.

With reference to the task n.2

2.1 <u>Direct fundraising</u>

2.1.1 Propose, coordinate and support, in synergy with the Communications Unit, direct marketing campaigns in response to emergencies and to support Caritas Internationalis' programmes.
2.1.2 Ensure KPIs are monitored and reported back monthly, quarterly and at reforecasts. Take action to optimise expenditure, drive income and meet organisational objectives.
2.1.3 Analyse trends and developments in the fundraising and other related and relevant sectors in order to keep updated fundraising strategy and activities.

2.2 <u>Digital fundraising</u>

2.2.1 Propose, coordinate and support, in synergy with the Communications Unit, work plans aimed at increasing digital income and improving digital stewardship for individuals across CI's fundraising programmes.
2.2.2 Look for opportunities to innovate and develop digital fundraising.
2.2.3 Propose, coordinate and support, in synergy with the Communications Unit, digital fundraising campaigns within agreed timings and budgets.
2.2.4 Contribute to creating and editing effective copy and content which is tailored for different audiences, channels, and platforms.
2.2.5 Monitor and analyse results of campaigns, optimising activity to ensure the most effective results are achieved.
2.2.6 Propose, coordinate and support, in synergy with the Communications Unit, crowdfunding campaigns.

With reference to the task n.3

3.1 Formulate and coordinate a three-year plan related to legacies and in-memory giving, with a focus on audience insight, portfolio management, marketing, and stewardship.

3.2 Formulate appropriate action to raise awareness among donors and others about the possibility of making a bequest in favour of Caritas Internationalis.

With reference to the task n.4

4.1 Contribute to developing and delivering a major donor fundraising strategy that maximises income from major donors.

4.2 Research, track and report on potential donors from within and outside the current database, ensuring a stream of donors at differing gift levels to meet fundraising objectives.

With reference to the task n.5

5.1 Identify potential donors among international foundations and corporates, high net worth individuals, and international organisations.
5.2 Define the annual operational plan focused on opening new contacts, arranging meetings for the presentation of CI, presentation of proposals, and creation of partnerships.
5.3 Prepare funding applications, progress reports, and any other communications for trusts and grants.

With reference to the task n.6

6.1 Conduct training on fundraising work and support the member organisations and regional secretariats in refining their fundraising strategies, as needed.
6.2 Contribute to animating the Confederation's working groups on fundraising.

Requirements, skills and competencies

- University master's degree
- A minimum of 5 years of professional fundraising experience
- A proven track record of raising funds from individuals, including major donors, as well as trusts and foundations
- Good knowledge of the charitable giving international market
- Knowledge of international fundraising trends
- Excellent verbal and written communications skills in English and Italian. Knowledge of French or Spanish is considered an asset
- Excellent ability to communicate, especially in written form, with relevant interlocutors, including high-level Vatican representatives

- Knowledge of the Catholic Church's values and a demonstrable empathy and interest in the work of Caritas
- Highly developed interpersonal skills and cultural sensitivity to operate in different donor environments
- Previous work with a Caritas member organisation or humanitarian or development NGOs is considered an asset
- Ability to work in a team and coordinate work while respecting deadlines
- Ability to work proactively, creatively, and autonomously
- Ability to work in a consultative manner, respecting the line of management
- Ability to work under pressure, respecting deadlines
- Ability to organise, plan, schedule and prioritise work to be done

Vatican City, 20th July 2022

Please send a **CV**, **cover letter** (English language) and **Job Application** by **22nd August 2022** to the attention of **Dr. Yari Bergamasco**, Human Resources, at hr@caritas.va.

Caritas Internationalis's talent acquisition procedures reflect our commitment to safeguarding children and vulnerable adults from abuse and exploitation. To this aim, we follow safe recruitment practices according to our safeguarding policies.

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PLEASE COMPLETE THE FORM BELOW TO APPLY FOR A POSITION WITH US

FULL NAME

First Name | Middle Name | Last name

CURRENT ADDRESS

Street Address

City | State

Postal / Zip Code

E MAIL ADDRESS

APPLY FOR POSITION

SENIOR FUNDRAISING OFFICER

DATE

SIGNATURE