

## **Job Description and Expected Profile**

- Support Development/Fundraising program for labour rights
- Data management, and donor correspondence
- Research for new funds research via events, individual recommendations by staff and board, online donors, and donor lists from other organizations or/and previous professional experience and knowledge.
- Attend network events (as assigned and supervised by the CLR management)
- Passion for progressive politics and social justice, dedication to fighting for social change, and interest in a broad set of issues relating to labour rights and labour market
- Eager to learn about how to support progressive labour politics and possible labour legislation changes, social justice, and collective origin Albania
- Strong work-ethic and a marked ability to produce work independently
- Tech-savvy and skilled with online databases, labour market statistics, social media platforms, Microsoft Office, Google Suite.
- Experience in communication professionally with varied audiences and personalities is a plus

## **Expected profile of the fellow**

- 2 years of substantive fundraising experience with a track record of success.
- Experience cultivating low to mid-level donors.
- Hands-on experience with management of direct mail programs, online and grassroots fundraising.
- Knowledge of fundraising principles, concepts, and techniques.
- Experience with comparable donor database
- Outstanding written and oral communication skills
- Attention to detail
- Ability to budget accordingly
- Proactive, self-starter and excels in a fast-paced environment.
- Builds strong working relationships with colleagues, volunteers and donors; Sensitivity to relationships and confidentiality of donors.
- Positive approach to work and the ability to handle and meet deadlines for multiple projects/priorities.

## **Language Skills**

- Fluent knowledge of English

## **Proposed Time for the NGO Mobility Program**

- September-November 2020 ( 3 months)

**The program will be implemented in Tirana, Albania.**