

Job Description: Associate — Fund Raising

1. Responsibilities

- a) Research & analysis to support fund raising
- b) Research to identify potential sources
- c) Support activities for specified projects and / or partnerships
- d) Support implementation initiatives for specified projects
- e) Support budgeting, reporting, and project management
- f) Prepare relevant reports, presentations, other documents
- g) Support related internal & external communications initiatives
- h) Support organization of meeting, workshops & other events

2. Skills

- a) Integration of information from different sources
- b) Structured, logical thinking
- c) Qualitative research & analytical skills, meta analysis
- d) Oral & written communication
- e) Collaboration
- f) Knowledge of relevant external environment
- g) Development & management of relationships

3. Experience

1-2 years work experience in a for profit or not for profit organization