



## **Job description for the Fundraising Manager**

**Organization:** Hellenic Red Cross

**Location:** Athens

**Occupation:** Full-time

**Reports to:** General Director

### **The role**

The Fundraising Manager plays a pivotal leadership role in developing, driving, and overseeing the fundraising strategy of the Hellenic Red Cross. This role requires strategic thinking, commitment, and a proactive approach to securing funding that advances the organization's mission and impact. Beyond leading fundraising planning, the role is instrumental in cultivating high-value donor relationships, leading proposal development for diverse funding opportunities, and liaising with the leadership and other key internal and external stakeholders.

We seek an experienced and driven professional with a passion for fundraising and relationship building. The ideal candidate will take the initiative to explore new revenue streams, adapt at managing donor relationships across sectors, and be skilled in communicating the transformative impact of our work. This position is best suited for passionate individuals who enjoy working locally but within an international environment.

### **Fundraising Strategy:**

- Lead the shaping and implementation of the organization's fundraising strategy.
- Set clear fundraising goals and identify key performance indicators (KPIs) to measure success.
- Ensure alignment of fundraising activities with HRC's mission and vision.
- Monitor progress against KPIs and liaise with the General Director to make any adjustments necessary to the plan.

### **Donor Identification & Cultivation:**

- Identify funding opportunities across different funding streams
- Build a continuous pipeline of prospective donors, using research and outreach strategies
- Expand HRC's donor portfolio and grow its network of funders.
- Stay informed about donor trends in the fundraising landscape.
- Undertake activities and initiatives to cultivate and maintain strong relationships with new and existing donors, with a focus on companies and foundations.
- Develop strategies to engage and retain donors through regular communication and personalized outreach.
- Participate in HRC's events and external ones, using effective networking.



- Work closely with the leadership to capitalize on existing and emerging donor relationships and funding opportunities.
- Connect with the professional community of non-profits, by participating in relevant conferences and other networking events.
- Develop and execute fundraising events to engage donors and cultivate relationships.

### **Proposal Development & Grant Management:**

- Prepare compelling funding proposals tailored to specific donors and according to the funding priorities of the HRC.
- Collaborate with program managers and other team members to gather relevant information and develop project proposals.
- Provide insight on donor priorities, based on research and communications with potential funders.
- Liaise with the General Director, to ensure that the projects align with the organization's strategic priorities and goals.
- Work closely with the finance department to design budgets tailored to the needs of each proposal and to build financial reports for donors.
- Write and submit grant applications, ensuring compliance with guidelines and deadlines.
- Develop and deliver proposals for strategic corporate partnerships.
- Build donor reports according to the requirements of each funded project.
- Pursue feedback from donors about the progress of the submissions and communicate results across the organization.
- Liaise with the General Director and the President of the HRC for feedback and sign off.

### **Budget Oversight:**

- Work closely with the finance team to develop budgets for funding proposals.
- Monitor fundraising budgets and produce donor reports.
- Provide regular updates and reports on fundraising performance for the General Director and the President of the Hellenic Red Cross.
- Maintain an overall knowledge of basic financial information of the organization.

### **Qualifications**

- Bachelor's degree, preferably in a relevant field, e.g., nonprofit management, business, or communications
- Proven experience in fundraising (at least 5 years), grant writing and/or donor relations
- Proven experience in budgeting
- Excellent written, presentation and verbal communication skills
- Strong organizational abilities and attention to detail
- Good team management skills, with the ability to lead a team in the future
- Excellent knowledge of Greek and English (verbal and written)
- Passion for our cause and a commitment to making a difference
- Comfortable in working both independently and within a team