

VACANCY ANNOUNCEMENT

FUNDRAISING AND DEVELOPMENT COORDINATOR

The Asia Pacific Refugee Rights Network (APRRN) is seeking an energetic and dedicated person to coordinate our organisational development initiatives. The ideal candidate will be passionate about supporting refugee rights and will be equipped with strong organisational development and fundraising skills, as well as a dedication to social justice, excellent coordination skills, an interest in learning, a creative approach to problem solving, and a willingness to support the collaborative efforts of our diverse membership. The Secretariat works as a team of independently driven people and expects the Fundraising and Development Coordinator to maintain excellent teamwork, management, and communication skills, while being independently motivated with a strong work ethic.

ASIA PACIFIC REFUGEE RIGHTS NETWORK

APRRN is a network of more than 400 civil society organisations and individuals from 31 countries committed to advancing the rights of refugees in the Asia Pacific region. The network is supported by a secretariat of ten staff. APRRN's activities are structured into key areas of information sharing, mutual capacity building, and joint advocacy.

Our members are diverse. They include refugees, service providers, human rights advocacy groups, research institutions, law firms providing pro-bono legal aid, refugee community-based organisations, and dedicated individuals. Almost all APRRN members are working in their specific local contexts, advocating for advancing policy and practice to ensure and protect the rights of people in need of protection.

APRRN's vision for the Asia Pacific region is one in which all people affected by displacement and statelessness have meaningful access to assistance and protection and to timely durable solutions as needed. Our goal is to work towards a future in which refugee communities, civil society, States, UNHCR, and other actors collaborate effectively towards the common purpose of protection.

The position is home-based. The Fundraising and Development Coordinator reports to the Secretary General. As a result of Covid-19 pandemic-related challenges, this position will be offered as a full staff position if filled in Thailand. If filled outside of Thailand, the position will be offered as a consultancy until such a time as remote-working practice has ceased and the position holder is able to relocate to Thailand.

APRRN is looking for applicant who is able to commit until 30 September 2022.

POSITION DETAILS AND HOW TO APPLY

Position title	Fundraising and Development Coordinator
Salary	Salary 70,000 THB monthly, subject to income tax deductions
Work Location	Remote (until pandemic-related restrictions allow)
Hours	Full-time (40 hours per week)
Length of role	Until 30 September 2022
Further information	Please visit our website at www.aprrn.org for further information on APRRN.

Applications close	Applications close at 6 PM Bangkok time, 29 January 2021. Start date is as soon as possible.
How to apply	<p>Please send your application in Word or PDF format to jobs@aprrn.org with subject line “Application: APRRN Fundraising and Development Coordinator”.</p> <p>The application should include:</p> <ul style="list-style-type: none"> • A CV not more than 3 pages • A cover letter addressing selection criteria not more than 2 pages • Contact details for three referees • A writing sample, unedited by others. <p>Please make sure these are saved in one document and the title of the document is Application_APRRN_FDC (Your full name).</p>

KEY ACCOUNTABILITIES

The **Fundraising and Development Coordinator** provides support to APRRN and carries out tasks in accordance with the Personnel Policy, Finance Manual, Code of Conduct and all other rules and regulations applicable to staff.

The main responsibility of the Fundraising and Development Coordinator is to increase APRRN's financial security in line with donor requirements.

Other responsibilities include:

- Develop a sustainable funding action plan, including identifying and pursuing new and innovative funding opportunities
- Map potential donors, and develop and implement donor engagement strategies
- Develop and manage a funding pipeline spreadsheet
- Develop high-quality funding proposals in collaboration with the Regional Director/Secretary General, Operations Coordinator, and Programme Coordinator
- Manage an accurate and up-to-date donor database as well as disseminate information on donor policies and priorities to relevant staff members
- Support the development and implementation of organisational development plans and strategies in line with the organisation's strategic goals and through evaluation of current practice
- Maintain excellent relationships with existing and potential donors
- Perform other necessary or specific services and duties that may be assigned from time to time by the Regional Director.
- Support APRRN Secretariat staff in capacity development around finance and development
- Provide relevant partnership opportunity information to APRRN members
- Participate in capacity building activities with APRRN members

KEY SELECTION CRITERIA

Education

- Bachelor's degree or higher, preferably in non-profit management, fundraising management, communications, marketing, or other relevant fields

Experience

- Minimum 3-5 years of work experience in a development or fundraising role with an NGO, preferably in the Asia Pacific region and/or international contexts
- Previous experience in fundraising, proposal writing, budgeting, and reporting is required
- Experience writing successful funding proposals, programme reports, and budgets is essential
- Experience consulting with multiple partners/stakeholders across contexts in order to design and develop fundraising strategies
- Experience working with rights-based NGOs and community-based organisations, experience with refugee rights an asset

Skills

- Good understanding of the overall socio-political and human rights situation in the Asia Pacific region would be an asset
- Excellent coordination and task management skills
- Ability to multitask and set priorities while managing competing deadlines
- Diplomatic and able to maintain good relations with donors, APRRN members, and APRRN stakeholders
- Able to work proactively and supportively within a team
- Communication skills: ability to write persuasively
- Fluent in oral and written English, fluent in an Asian language is an asset
- IT Skills: good knowledge of Microsoft Office, including Excel, is essential

APRRN is looking to fill the vacancy with the best possible applicant, even where that applicant may not precisely fulfil all experiential qualifiers listed in this announcement, or where the applicant may demonstrate similar transferable skills. The role will require good humour, patience, optimism, and consensus building skill, as well as a willingness to learn and grow into the role. Understanding of the work and history of APRRN is an asset.