

Fundraiser/Grant Writer

The Peace Villages Foundation (PVF) supports and promotes sustainable development, social justice and the Culture of Peace through increased cross-cultural exchange and voluntary community service. We create additional educational and recreational opportunities for an underprivileged young generation and aim to empower young people and enable them to develop their potential.

PVF currently seeks a skillful Fundraiser/Grant Writer. The candidate may join us virtually (work on distance) or join us and work from Peace Villages Headquarters in Santa Elena in Venezuela.

The ideal Grant Writer/Fundraiser candidate will develop and coordinate grant proposals for Peace Villages Foundation (PVF), and should have substantial experience researching and writing grants. In addition, the individual will be expected to arrange other fundraising projects and aid in public relations. Peace Villages is in the initial stages of grant writing and fundraising, so the candidate will be expected to work independently, and take the lead in much of the research and proposal preparation. As PVF staff members are few, the Fundraiser candidate may also be asked to take on additional tasks related to cooperative living and/or volunteer coordination.

KEY RESPONSIBILITIES INCLUDE (but are not limited to):

- Conducting grant opportunity research, reviewing literature dealing with funds available through grants from governmental agencies and private sources
- Working collaboratively with fellow staff members to create proposals
- Monitoring and reviewing grant contracts
- Teaching relevant fundraising/grant writing skills to staff members/volunteers as needed
- Maintaining records of grant proposals/research
- Fundraising activities organized on local/international level
- Event planning related to fundraising
- Establishing/meeting revenue targets
- Managing current public relations activities and introducing new activities
- Volunteer/cooperative living related tasks (possibly) including: grocery shopping, driving, participating in community cleaning/cooking schedule, assisting community meetings, helping in email correspondence with potential volunteers, etc.

SPECIFIC SKILLS and CONDITIONS OF THE POSITION:

Fundraising/Grantwriting

- Minimum of 24 months of related experience in grant writing, fund raising, public relations
- Proven history of successful grant submissions to public and private organizations
- Experience with corporate sponsorships and event planning is a plus

Commitment

- 12 month initial work commitment with the potential to extend indefinitely
- Ability to multi-task and follow through with assigned tasks
- Display a high level of integrity and passion for social work & humanitarian issues
- Share views of the Foundation and contributing to shaping the future of the Foundation
- Team player - willingness to be involved and take on additional duties if required
- Strong supervisory and leadership skills

Flexibility

- Jobs with Peace Villages can be as demanding as any job you will ever have! Staff work a minimum of 48 hours per week on the combination of tasks for the Cooperative Living house (max 8 hours for cooking, cleaning, etc.) and 40 hours for their work tasks including meetings. Please DO NOT apply for a staff position unless you are interested in this type of a living/working situation and are comfortable with a large amount of constant responsibility in a variety of tasks.
- Excellent time management/organizational skills
- Tolerant and patient manner

Language Skills

- English fluency
- Spanish strongly encouraged

-Other foreign language advantageous

Technical Skills

- Accurate typing skills (min. speed of 30wpm)
- MS office: primarily Word and Excel
- Some knowledge of using Access, MS FrontPage and MS Project would be advantageous
- Basic accounting skills - accuracy in preparation of volunteer calculations
- Research skills using internet
- Extensive knowledge of fundraising/grant writing resources

WE OFFER:

We offer working & living arrangements for qualified long-term volunteer staff:

Free accommodation & meals, laundry, regional excursions, social events and opportunities for cultural exchange, use of foundation-grounds & recreational facilities.

In addition, each long-term staff member receives a monthly stipend of 215,000 Bolivar.

Highly qualified and successful Fundraiser/Grantwriter may apply for extra compensation.

Attributes

- *This position is for the creative, innovative pioneer spirited idealist person who really loves the challenge of helping to expand Peace Villages activities in the region!
- *Passionate about social work and humanitarian/environmental issues.
- *Shares a common vision with the foundation, a willingness to share ideas for the future direction of the foundation
- *Flexible with working hours
- *Adaptable to new situations
- *Team-Player who is also able to work autonomously
- *Highly organized/good time management skills, able to multi-task and see tasks through to completion
- *Able to adapt administrative organizational systems to changing needs and find new tools to do old jobs better
- *Enjoys work
- *Proactive, ability to take initiative alone
- *Personal integrity
- *Interest in meeting people
- *Culturally sensitive, able to pick up on subtleties of cross-cultural communication
- *Open-minded, tolerant, caring, responsible, good-natured, experienced, patient (a balanced personality)
- *Good communication skills, as well as the ability to facilitate the communication of others, good conflict mediation skills
- *Ability to build good rapport and social relationships with volunteers while being able to take leadership role in social settings