

# JOB DESCRIPTION

<b>POSITION TITLE:</b>	Regional Fundraising Officer
<b>LOCATION:</b>	El Salvador, San Salvador office
<b>REPORTS TO:</b>	Regional Director
<b>COORDINATES WITH:</b>	ISD (Institutional Support Department); RPD (Regional Program Department); Country Directors, program and finance staff in priority countries; national and regional fundraising coordinators of other affiliates in the LAC region
<b>PURPOSE OF POSITION:</b>	Promote and implement the regional and priority country fundraising strategies, with international cooperation agencies (bilateral and multilateral), embassies, and foundations, as well as internally within Oxfam America (OUS) and Oxfam International (OI). Raise funds for Oxfam programs and campaigns in focus countries.

## PRIMARY RESPONSIBILITIES:

- *Fundraising strategy*  
Implement Oxfam regional and country fundraising strategies in coordination with other affiliates present in the different target countries; support the Management teams in the focus countries to prepare, implement and monitor the funding strategy in close collaboration with different affiliates and OUS; is an active member of the OI regional funding group.  
  
Map and monitor funding opportunities available in Central America as priority geographic area, identifying new sources for financing. Peru, Bolivia and Haiti opportunities should be considered as part of its research activity plan.  
  
Identify issues of interest of potential donors, as well as the potential for mobilizing resources, for Oxfam and/or in consortium with other local and international organizations and generate, maintain and strengthen inter-institutional relations with current and potential donors, supporting the organization of visits to the region.  
  
Manage risks related to determined donors and develop quality relations with potential donors and be responsible for securing new funding sources.
- *Proposal and reporting development*  
Lead the proposal planning and preparation process that will be carried out in coordination with program teams; prepare and present concept notes and funding proposals to potential donors; ensuring compliance with sign-off procedures in all financing opportunities that respond to Oxfam's programming priorities and fall within the scope of interest of potential donors.  
  
In coordination with programming and finance teams and the ISD, coordinate the preparation and guarantee quality control of narrative and financial reports for donors (mid-term and final), ensuring compliance with dates and quality.

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Support the program teams in planning and proper management of OUS restricted fund portfolio in Central America, and supporting specific demands (if any) from Peru, Bolivia, Haiti and in coordination with programs coordinators and the finance teams in countries.

- *Others*

Strengthen capacity of program teams on funding strategy implementation, proposal development

Contribute to the annual planning and evaluation process and coordinate with Oxfam at its different levels.

In coordination with communication officers, prepare materials for presenting Oxfam's work in the region to potential donors.

Influence and negotiate with a wide variety of stakeholders, such as donors, partner organizations and international NGOs, among others.

Create and maintain alliances between donors and Oxfam in priority countries and the region.

Coordinate, to support funding processes in LAC, with relevant internal actors and with other Oxfam affiliates, country directors and national and regional fundraising officers for approval and access to institutional donors, as part of 2020 agreements within confederation.

## EXPECTATIONS FOR THE POSITION:

- Stay abreast of professional standard, trends and issues affecting responsibilities, demonstrating continuous learning in the field.
- Work effectively and collaboratively in support of building a team-based culture of work; perform all duties appropriately for a multi-cultural environment, treating all persons with dignity and respect; become familiar with and committed to Oxfam America's mission and goals.

## QUALIFICATIONS:

### Education:

Bachelor's degree in relevant academic discipline or equivalent related experience.

### Experience and Core Competencies:

- Professional experience including at least 5 years of fundraising experience in agencies or foundations in the United States, CIDA, AECID, EU, DFID, ECHO, DIPECHO, UN agencies, multilaterals agencies, IDB, embassies, private foundations or others.
- Experience with proposal preparation and narrative and financial reports in English and Spanish, as well as budget formulation.
- Ability to work effectively with others to achieve fundraising goals.
- Ability to understand, secure and manage information.
- Excellent time management skills and ability to work independently based on quantifiable results and goals.

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- Ability to multitask and meet schedules with capacity for rapid response to last-minute opportunities.
- Experience in budget management and analysis and good financial skills obtained through professional experience or academic training.
- Capacity to work effectively with others, influencing and providing support to reach fundraising goals.
- Good written and verbal communication skills in English and Spanish.
- Ability to represent Oxfam before donors and external institutions; ability to understand the situation of donors and funding issues in the areas of development, humanitarian assistance and campaigns.
- Contracts with networks among embassies and potential donors (preferred).
- Availability to travel nationally and internationally on regular basis.
- Proficient in Microsoft Office applications (Word, Excel, Power Point);
- Proven analytic abilities and ability to think strategically on funding issues.
- Motivated, with the ability to carry out strategies and prepare funding opportunities.
- Experience with project management.
- Identification with Oxfam's mission and commitment to the issues of gender and diversity.

This job description is not an exhaustive list of the duties and responsibilities associated with the position.

Individual Contributor LAC Grade G

**To apply send updated resume and cover letter to Marco Alfaro at [malfaro@oxfamamerica.org](mailto:malfaro@oxfamamerica.org) no later than July 5<sup>th</sup>, 2015. **EXTENDED DEADLINE: JULY 20<sup>th</sup>, 2015****