

Position title: **Fundraising Officer**

Location: Frankfurt am Main, Germany but Remote working is possible for this position.

Start Date: January 2021

Contract: German Contract / Part-Time (20 hrs/week)

Do you love nature? Do you know how to develop a Fundraising strategy? Do you want to make a difference in the world?

Then join us!

The Organization

The Prespa Ohrid Nature Trust–PONT is a German conservation trust fund dedicated to conserving the Prespa-Ohrid ecoregion and its rich natural and cultural heritage by providing effective long-term funding support to the national parks and conservation organizations in the region.

As a conservation trust fund, PONT's approach to conservation focuses on sustainable support and collaboration. Through stable and long-term support, PONT aims to provide funding for the conservation of the Prespa Ohrid ecoregion and foster participation and collaboration among all stakeholders working on biodiversity conservation in the three countries.

The Prespa Ohrid ecoregion is located at the heart of Balkans covering parts of Albania, Greece and North Macedonia.

Nature Trust Alliance (NTA) is a unique collaboration between three of Europe's leading conservation trust funds: the Caucasus Nature Fund (CNF), the Prespa Ohrid Nature Trust (PONT) and the Blue Action Fund. Acting as the German seat of our partner trust funds, NTA provides operational support services so the funds can focus on their core missions of employing innovative and sustainable financing mechanisms for nature conservation.

More information about PONT and NTA can be found at www.pont.org and www.naturetrustalliance.org

The Role

PONT is a small, flexible, open-minded international non-profit organization focusing its conservation efforts in the Balkans.

We are looking for a passionate, organized multi-tasker and creative Fundraising Officer to join us for one year to develop and implement a Fundraising strategy.

This post offers the opportunity to contribute immediately to a small but growing organization while supporting nature conservation.

The Fundraising Officer will work independently under the guidance of the Executive Director of PONT and the Director of NTA.

The right candidate will be a detail-oriented, creative self-starter with proven experience in Fundraising and communications.

Key responsibilities

- Design the Fundraising strategy of PONT
- Identify and approach new potential donors and assist the PONT Executive Director with the development of Fundraising proposals and reporting.
- Organize and participate in online trainings how best to tell the stories of the PONT grantees to showcase the impact of the work financed through PONT.
- Prepare Fundraising communications materials such as brochures, Factsheets, video scripts, stories, content on the website, and Annual Report.
- Support PONT Executive Director in other ad hoc tasks.

Profile

- At least 5 years of experience in similar areas;
- Proven strong communications skills in English;
- Experience on design of marketing content
- Proactive and able to work independently once trained, and with minimal guidance;
- Experience working with international organizations or multi-cultural teams;

English at C1 level or native-speaker is a requirement.

Application Process

Expressions of interest should be submitted electronically, in English, with all material in a single pdf document. Please include a letter of motivation (not more than one page) and curriculum vitae and send to: info@naturetrustalliance.org before 6th of December 2020.

A shortlist of qualified candidates will be formally invited for interviews in December.