

**RELAF**  
**Fundraising Officer (located in Mexico City or remote)**

**About RELAF**

RELAF (Latin American Foster Care Network) works in the Latin America and Caribbean region promoting children's right to live in a family and a community. Since 2008, it has supported governmental and non-governmental organizations, by raising awareness on the issue of institutionalization, providing technical cooperation, and promoting political decision-making aiming at realizing children's right to live in a family.

Currently RELAF has three headquarters where its strategic planning and execution are carried out: Argentina (Buenos Aires), Mexico (Mexico City), and Uruguay (Montevideo). While the strategic actions carried out in all of them have the same objectives and complement each other, each office has specialized technical teams for the execution of each strategy (i.e. advocacy, communication, fundraising, etc.)

**Duties and tasks:**

- Leading the planning and implementation of RELAF's fundraising strategy that ensures the long term sustainability of the organization.
- Monitoring that the short, medium and long term objectives of RELAF's fundraising strategy are achieved.
- Plan and execute campaigns, events and actions (in line with the fundraising strategy) in collaboration with other RELAF's areas, so as to help RELAF's work gain greater visibility among the general public.
- Search and apply for international and national funding opportunities for the execution of projects.
- Find new donors in different countries of the Latin American and Caribbean regions that could support RELAF's national projects.
- The post might involve leading a fundraising work team.

**Academic profile**

Advanced university degree in marketing, communications, public relations, fundraising, business administration, advertisement or their equivalent.

A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

## **Competencies and skills**

- Knowledge of communication, marketing and public relations
- Advanced level of Spanish and English. Having pursued studies in English or Spanish is an asset, as well as being fluent in French and/or Portuguese.
- Excellent teamwork (as part of interdisciplinary teams) and networking skills.
- Excellent written and oral communication skills.
- Autonomy and entrepreneurial thinking

## **Experience and requirements**

- A minimum of five years of professional work experience in fundraising in an NGO or INGO environment
- Have a portfolio of donors.
- Have the necessary skills to create, sustain and widen the network of potential RELAF's donors and sponsors, in line with RELAF's fundraising strategy and other RELAF's objectives.
- Able to build relations with private and public donors.
- Strong analytical, synthesis and communication skills in Spanish and English.
- Willingness to collaborate with other areas of RELAF's working teams (in the offices in Buenos Aires, Mexico City, and Uruguay)
- Ability to travel
- Living in Mexico City is an asset.

## **Working hours and conditions**

- Starting date: as soon as possible
- Fixed contract (until 30th March 2019)
- Full time

## **How to apply?**

Qualified candidates should submit the following documents to [info@relaf.org](mailto:info@relaf.org):

- Resume
- Motivation letter (including expected salary)
- Three recommendations