



RDA Temporary Employment Opportunity

Opening Date: 29th July 2022
Closing Date: 19th August 2022
Job Title: Fundraising Manager
Location: Cyril B. Romney Tortola Pier
Park | 1-2/F, 52 Pier Park
Drive – Unit 8,
External Agency: Virgin Islands Recovery and
Development Agency
Assignment Duration: Full time Secondment;
Minimum Period of One (1)
Year



ORGANISATIONAL BACKGROUND

The Government of the Virgin Islands in collaboration with the Recovery and Development Agency (RDA) invites qualified and professional applicants to apply for the position of Fundraising Manager.

PURPOSE

The successful applicant will be responsible for building good relationships with prospective donors and clients across multiple sectors, communicating with the broader public and internal teams and drawing up plans to ensure annual targets are met.

RESPONSIBILITIES

1. Conducting research on fundraising opportunities
2. Writing, submitting, and uploading press releases as required
3. Writing funding proposals and submitting these to potential donors
4. Preparing quarterly budgets
5. Coming up with ingenious ways to raise awareness
6. Implementing a variety of marketing strategies and promotional campaigns
7. Organizing and attending non-profit events and networking with relevant stakeholders
8. Providing updates and checking in with regular or recurring supporters
9. Excellent project management and coordination skills
10. Good diplomatic skills & cross-cultural sensitivity
11. Establish positive relationships with clients in every sector, including staff, members of the public, and the media

PREFERRED SKILLS AND COMPETENCIES

- Bachelor's degree in PR, Fundraising, or any related field (preferably a Master's degree).
- 3-5 years of fundraising experience
- Previous experience in sales or marketing also acceptable
- Sound knowledge of the charity sector
- Experience managing a team
- Excellent written, verbal, and telephonic communication skills
- Should stay informed on marketing strategies and be comfortable doing research on different sectors
- Exceptional public speaking skills and be able to deliver presentations to a range of audiences
- Required to be well organized, proactive, and can inspire

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Field environment; travel from site to site

HOW TO APPLY

The cover letter and resumes of interested public officers are to be submitted to the Department of Human Resources at the below address by the closing date.

**Director of Human Resources
Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: hrcbvi@gov.vg

Programme Details:

The temporary employment provides an opportunity for public officers to further enhance their knowledge, skills and overall competencies by being shifted, for a period of time, to employment with the RDA.

Application Process:

Submit resume and cover letter to the Department of Human Resources.