



## **Job Description**

### **Fundraiser (bilingual English/Spanish)**

**Location:** Spain (remote)

**Hours:** Flexible (to be agreed)

**Remuneration:** Negotiable - linked to performance

**Ideal for:** Recent graduate/part-timer

**About Us:** We are the national charity dedicated to improving the lives of older English speakers across Spain through volunteer-led information and support services.

We are seeking an action-oriented, results-driven fundraiser to join our tight-knit team. The ideal candidate will possess expert communication skills, a keen sense of initiative, and a commitment to our mission. This role offers a blend of strategic planning and hands-on implementation, perfect for a motivated professional looking to make a significant impact in a start-up environment.

### **Objective of this Role:**

To create and implement a fundraising strategy to meet present and future financial goals through

- Planning and executing fundraising initiatives
- Identifying and acting on new fundraising opportunities
- the promotion of Age in Spain's mission and work
- building and maintaining a network of dedicated donors and volunteers

### **Responsibilities:**

- Meeting the financial goals and targets established by the Chief Executive
- Successful communication of the organisation's mission, vision, and programs to potential donors and affiliates

- Successful management of a team of volunteers

## **Experience**

The ideal candidate will have demonstrable experience in

- fundraising and/or public relations
- a leadership role in a similar environment
- managing volunteers
- Event management

## **Skills and Qualifications**

- high level of proficiency in written and spoken English and Spanish
- degree or diploma in communications, business, public relations, fundraising or equivalent experience
- competence with IT management systems
- ability to balance multiple priorities and manage big events
- ability to work autonomously and as part of a team.

If you are passionate about making a difference and ready to take on a challenging and rewarding role, we would love to hear from you. Please submit your application, including a resume and cover letter, detailing your relevant experience and why you are the ideal candidate for this position.

Email link: [jobs@ageinspain.org](mailto:jobs@ageinspain.org)

Closing date: 10 August 2024

**Apply now and help us make a difference at Age in Spain!**