



Protection International

Rue de la Liniere, 11
B – 1060 Bruxelles
www.protectioninternational.org
www.protectionline.org

PROTECTION INTERNATIONAL RECRUITS A

FUNDRAISER

With a minimum of 3 years of professional experience

Protection International is an equal opportunities employer and fights against all kinds of discriminations.

Background

Protection International aisbl (PI) is an International NGO based in Brussels which aims at contributing to the improvement of the protection of human rights defenders throughout the world, through developing their capacity to manage their own security as they struggle against impunity and develop their activities in favour of a sustainable peace and justice in their respective countries or regions. PI seeks to contribute to a situation where human rights defenders are recognized as legitimate actors for social change and to an environment where they can effectively exercise their rights to defend universally recognised human rights.

To this end PI is developing a Global Protection Programme for Human Right Defenders, and has established Protection Desks in partnership with local partners or Regional Offices in Colombia, Guatemala, DR Congo, Uganda and Nepal.

*(Further information on PI and its activities can be found on the following web sites:
www.protectioninternational.org and www.protectionline.org)*

With a view to extending its financial capacity to develop this Global Protection Programme, PI is looking for a Fundraiser, who would work under the direct supervision of the responsible for Finances and of the Executive Committee.

Key responsibilities:

- To work within the mandate of Protection International and follow the principles of Impartiality and non-partisanship
- To investigate and follow-up possible funding opportunities for PI's activities, under the supervision of PI's Responsible for Finances
- To support and liaise with PI's representatives in Africa, South America and Asia in their searches for funding opportunities in the field



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- To elaborate, in liaison with the concerned departments of PI, proposals and budgets for new activities to be submitted to Donors
- To ensure effective financial reporting on the projects (intermediary and final reports), in coordination with the Financial and Administrative Responsibles of PI
- To monitor projects' implementation and ensure an effective cost control system
- To collaborate and prepare General reports for PI management committee meetings and for the Donors

Essential requirements:

- University Degree (Licence/Master) in a relevant domain or Certificate of Fundraising Institute
- At least 3 years proven professional experience in Fundraising for NGOs
- Diplomacy and extensive capacities to deal with Donors constructively
- Proven ability to write proposals and elaborate budgets
- Proven ability to project management and cost control
- Proven ability to elaborate reports (both internal and for Donors)
- Ability to work to deadlines and to manage a varied amount of tasks
- Ability to develop funding proposals and to coordinate with other partners or contracting entities
- Proven interpersonal skills and ability to establish and maintain effective working relationships and a respect for diversity in the working environment.
- Flexibility and adaptability
- Excellent level in English and French (written and spoken)

Preferable:

- Experience with human rights organisations
- Experience in a multi-cultural and/or international work environment
- Experience with working in networks
- German, Dutch and/or Spanish are an asset

Conditions:

- Based in Brussels (possible travels in Europe and abroad to meet donors)
- 30 hours per week on average, but long hours and weekend work is to be expected (especially with regard to submission or reporting deadlines) for which time off in lieu will be given.
- Fixed duration employment contract under Belgian legislation (one year, renewable) with a probation period of 6 months.
- Remuneration will be negotiated, in particular on the basis of the direct relevant experience



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Application should be sent to **Protection International**
Recruitment Fundraiser
11, rue de la linière
1060 Brussels
Belgium

Or by e-mail to: pi@protectioninternational.org – with subject “Recruitment Fundraiser”

Deadline: 12 December 2009

Application should contain:

- a motivation letter (in English/French)
- the application form (to be downloaded from www.protectioninternational.org)
- (not compulsory) a complementary curriculum vitae – max 3 pages

Diplomas will have to be justified before employment (any fake document or information contained in the dossier or given during the interviews would mean nullity of the employment relationship).

Selection Procedure:

All applications will be examined and, based on the above-mentioned criteria, a short-list will be established.

Short-listed candidates will be invited to an interview with the selection committee, to be held in Brussels, on 17/18 December (applicants should make sure of their availability on these dates).