

## CAPOEIRA4REFUGEES (C4R) – JOB DESCRIPTION

<b>Title:</b>	Fundraising and Research Assistant (Volunteer/intern)
<b>Who we are:</b>	Capoeira4Refugees works with refugee communities and particularly traumatized children and youth using the Brazilian art/sport of capoeira to provide psychosocial support and informal education. Capoeira4Refugees was founded in 2007 working with street children in Syria. C4R has been active in the West Bank, since 2011 and in Jordan since 2014. We have recently launched our 'Changemakers Programme', supporting social capoeira projects globally. For further information see <a href="http://www.capoeira4refugees.org/">http://www.capoeira4refugees.org/</a>
<b>Job details:</b>	Minimum 4 months, at least 4 days per week Located in <b>Berlin</b> , Germany Starting ASAP/May 2018

### Role Overview:

C4R is in an exciting position of growth. We are now seeking an enthusiastic, and experienced Fundraising and Research Assistant (FRA), who can support C4R grow its impact in the Middle East and beyond. The FRA must have experience in researching, including cold-calling, as well as filling out proposals. You will work closely with the Fundraising Team, the programming staff as well as other staff members as necessary.

### Main Responsibilities:

- ✦ Research and establish forward list of funding and grant databases and also regularly monitor potential calls for proposals: for example UN databases, EU, EC, various government databases such as USAID, and foundation databases such as trustfunding.
- ✦ Identify donors based on general internet research whose aims match with those of C4R's
- ✦ Create, maintain and manage (new and current) donor relationships
- ✦ Assist Fundraising Team in proposal writing, liaising with various teams in the organisation to collect needed data, budgetary and narrative information
- ✦ Project manage C4R team to support with writing proposals as necessary
- ✦ Write own proposals with oversight and direction from Fundraising Team
- ✦ Support with other related tasks as necessary
- ✦ Support with creating general communications materials in support of fundraising aims: including reaching out to individual donors
- ✦ Manage and build a network of support based on current donors and potential donors

### Competences/Skills required:

#### Essential:

- ✦ Excellent writing and editing skills in English
- ✦ Computer Skills including comfortable with word, excel (for budgeting) and using/managing databases
- ✦ Experience in research
- ✦ Comfortable with cold calling
- ✦ Experience in international development/the third sector
- ✦ Strong presentation and communication skills
- ✦ Hands on, motivated and full of ideas
- ✦ Experience of working in multi-cultural teams
- ✦ Strong self-management and time-management skills

#### Preferred:

- ✦ Experience in proposal writing
- ✦ Understanding of sport for peace and development and/or the Middle East context
- ✦ Experience in managing volunteers
- ✦ Experience with Project Management and/or line managing staff
- ✦ Creating and managing budgets

**We offer:**

An interesting and inspiring position in a small intercultural team, in which you can take on a lot of responsibility and become creative, but are also closely mentored and supported if needed. We are more than happy to equip committed team members with a letter of recommendation. At the same time, you have the unique chance to support an amazing project and do some good!

You will receive the unique opportunity to build the following skills:

- ✿ Learning how to develop a grassroots charity organization working in conflict zones
- ✿ Understanding of how the development sector works
- ✿ Familiarisation with NGOs and creating senior level contacts in the International NGO/development community
- ✿ Receiving insights into the fundraising of a small charity.

**If you are interested:** Please send a short cover letter explaining why you think you would make the perfect fit for this position and our team, along with your CV to our CEO/Head of Fundraising Ummul. Please feel free to also get in touch if you want to know more about the position or have any questions. Looking forward to hearing from you!

Ummul Choudhury  
CEO and Co-Founder

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