

Vacancy: Fundraising Assistant (20 hours)

GHRD is looking for a Fund raising assistant. The Fundraising Assistant works directly under the Chairman. The Fundraising Assistant acts as a key player in recruiting new donors, raising resources with institutional funds (Netherlands and EU), and actively involving companies within the activities of GHRD.

Please note that this is a part time position for 20 hours per week.

Salary: 750 euros (net) per month.

Job description

- Draft and submit proposals for funding to various international organizations (Netherlands, EU, UN)
- Draft and submit project proposals to private institutional donors
- Produce informative material such as presentations, power points and brochures
- Recruit new private donors
- Reach out to individuals and companies
- Assist with various events and activities organized by GHRD

Job requirements

- Excellent communication skills. Applicants must be fluent (written and oral) in Dutch and English.
- Graduate or post graduate level degree in business/ administration/ fundraising or related fields.
- Knowledge of Dutch subsidy, funds and financing system, development aid and human rights
- Basic knowledge of European funds and subsidies.
- Affinity with GHRD's mission and vision.
- Applicants are required to have the necessary work permit in the Netherlands for this position.

Applicants must be able to work independently and with minimum supervision, capable of handling high stress situations and capable of adapting to a changing organizational structure.

Application procedure

Interested applicants may submit their i. CV, ii. letter of motivation (detailing how their education and previous work experience would enable them to qualify for this position), and iii. Names of 2 reference along with email and phone numbers (reference letters are not required). Please mention "Vacancy: Fundraising Assistant" as the subject.

Please note: only selected applicants will be invited for an interview. Due to the large number of applications, it will not be possible to respond to individual queries about the status of application.

Applications must be directed to

info@ghrd.org

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