



Fundraising and Communications Officer needed at AMURTEL Hellas

We are an all-woman's NGO looking for someone who would enjoy finding funds for our work with refugee and migrant mothers and babies in our center in Plateia Viktorias, Athens.

Responsibilities include

- Compile and maintain a database of international and local donor organizations
- Prepare and submit project proposals, grant applications, concept notes, etc.
- Regularly monitor donor websites and identify and inform donor opportunities matching the work of the organization
- Regular reports to funding organizations in collaboration with the Project Officer
- Maintain relationships with existing donors through thank-you letters, newsletters, etc and respond to their requests regularly, keeping them updated about the work of AMURTEL
- Initiate and maintain periodic social media fundraising campaigns
- Improve and develop communications material for the organization such as brochure, website, social media, annual report, etc.

Requirements include

- Previous experience fundraising, ideally for an NGO
- Bilingual in English and Greek
- Excellent written and oral communication skills
- Knowledgeable about NGO management in Greece
- Skilled in social media as a funding/public relation
- Degree in Communications, Marketing, Public Relations, Fundraising or similar qualifications preferable
- Experience with refugee/migrant communities desirable
- Ability to work well in a multicultural team
- EU citizen or with permission to work in Greece
- Love for your work

Position is for 30 hours/week, Mon-Fri 10:00-16:00 and is open immediately.
Send CV to didi.gr@amurtel.org with the subject Fundraising Officer.