



International Fundraising & Projects Coordinator

The Marist International Solidarity Foundation Onlus (FMSI) is the reference for international child rights & solidarity projects in the Marist Brothers' Institute, where the mission is spread in 80 countries. FMSI was officially established in Italy as a recognized non-profit organization with a social purpose in 2007.

FMSI has almost ten years' experience working in the field of international solidarity, supporting projects in 15 countries around the world. Its primary focus is on Child Rights and access to education.

FMSI Mission is:

BELIEVE & ACT TO REALIZE A BETTER WORLD FOR CHILDREN:

- **A WORLD WHERE CHILDREN ARE WELCOMED CITIZENS**
- **A WORLD WHERE CHILDREN ARE RECOGNIZED AS ACTIVE MEMBERS IN THEIR COMMUNITIES & SOCIETY**

Unit	Fundraising & Projects
Reports to	Director General
Purpose	<ul style="list-style-type: none"> ▪ Promote the Foundation as a Marist Institute tool for fundraising in the private and public sectors; ▪ Support FMSI's mission and vision by allocating financial resources to programs and projects; ▪ Support FMSI's sustainable growth by finding financial resources for the Foundation functioning; ▪ Contribute to the development of self-sustainable structures for local partners (Administrative units of the Marist Institute) through strategic support and capacity building; ▪ Contribute to a resource management that strengthened the organization's credibility; ▪ Within this role coordinates and supervise all Projects activities including follow-up with donors, reports and any other needed action.

1. MAIN DUTIES AND RESPONSIBILITIES

- Project managing responsibility;
- Identify, implement, verify and periodically update fundraising strategies in the public and private sectors through diversified sources, with a view to long-term sustainable growth of resources for the mission;
- Establish and develop lasting and fruitful partnerships with public and private funders within and outside the Marist and the Catholic world;
- Identify and implement financing strategies of specific projects and programs;
- Develop some ad hoc funds-collection campaigns;
- Ensure the effective implementation of funds allocation procedures along with staff compliance with the organization's best practices in the relations with financing parties;
- Identify and monitor possible reputational risks linked to the use of the funds;
- Coordinate any project related activity ensuring follow-up to both donors and local partners;
- Coordinate any activity related to the projects management;
- Ensures collation of reports and its dissemination is adequate and on a timely basis;
- Support the Administrative Units of the Marist Institute in the identification of self – sustainable strategies also through assistance in the compilation, presentation and in statements of expenditure regarding requests for financial support of projects and capacity building;
- Actively participate in projects evaluation;
- Collaborate with other Units and Offices of both FMSI and the Marist Institute to produce marketing materials and tools, for fundraising and communication;
- Develop and implement annual action plan and prepare reports;
- Manage the Fundraising & Projects Unit budget in agreement with FMSI Strategy;
- Perform other tasks at the request of the Director General.

2. MAJOR INTERNAL AND EXTERNAL RELATIONS

- Director General;
- Other Units and Offices of both FMSI and the Marist Institute;
- Administrative Units of the Marist Institute;
- Public and private funding bodies, enterprises, donors, other stakeholders at national and international level.

3. REQUIREMENTS AND EXPERIENCE

3.1 Education and training

- Degree in economics, law, international cooperation, etc. or related fields, or equivalent professional qualification.
- At least 5 years of professional experience in positions with similar responsibilities.

3.2 Language skills

- Excellent mastery of English and Spanish (written and spoken), French a plus.

3.3 Competences and skills

- Ability to elaborate project proposal writing (frameworks, log frames, etc.)
- Organizational and management skills
- Marked sensitivity for international development cooperation, justice, solidarity
- Inclined to work in a multi-cultural environment

- Excellent interpersonal and leadership skills
- Willingness to travel to developing countries
- Spirit of initiative, self-motivation, flexibility, ability to work individually and in a team
- Knowledge of the non-profit world

Preferential requirement:

- Familiarity with the Marist world