



Fundraising Manager

10.6.2022

One Happy Family (OHF) is looking for a fundraising manager to join our team in Athens, Greece and support the development and continuation of our work with refugees and migrants.

About One Happy Family

One Happy Family is a Swiss-founded organization which ran a community center on Lesbos from 2017 until March 2022, where we offered different activities and services for the displaced populations living on the island, in collaboration with partner organizations. Our main project since March 2022 is the "Victoria Community Center" which is located near Victoria Square in Athens. We run the center in collaboration with Drop in The Ocean and many other partner-NGOs. Our shared aim is to provide a wide range of support and integration services for refugees and asylum seekers in Athens, with recreational activities, legal and psychosocial support, non-formal education, community outreach and events.

Responsibilities

- Leading the planning, implementation and monitoring of all activities regarding fundraising.
- Adapting the fundraising material regularly according to the situation on the ground.
- Developing, adapting, and implementing the fundraising strategy.
- Conducting research on fundraising opportunities.
- Prepare funding applications.
- Reporting to stakeholders.
- Providing updates or checking in with regular or recurring supporters.
- Supporting the organization of the fundraising events with ideas, materials, etc.
- Representing One Happy Family towards donors.
- Working in close collaboration with and supporting the social media team
- Cooperation with partner organizations regarding the needs on the ground and the fundraising possibilities.

Qualifications

- At least 25 years old
- Language: Fluent in verbal and written English. Fluency in Greek is highly desirable. Additional languages like Farsi, French and German are desirable but not necessary.
- Proven fundraising experience across a range of income streams, (grants, foundations, individual giving, corporate and community fundraising).
- Work experience in a refugee context is an advantage.
- Able to work in a challenging and dynamic work environment.
- Must be able to work independently.
- Flexible, intuitive and proactive approach to work.
- Strong verbal and written communication skills, as well as the ability to compile and present reports, mainly for donors..
- Strong problem-solving and planning skills.
- Financial understanding (good with numbers).
- Resourcefulness and strategic thinking.
- Good knowledge of programs like: Word, Excel / Google Workspace apps.
- Experience in graphic design programs (Adobe, Canva, etc) is a plus

What we offer

- Starting date: as soon as possible
- Full-time or part-time depending on the profile and availability of the selected candidate
- 3 month contract with possibility of extension (1 month probation period) – as soon as more funds is available the contract can be extended for a longer period)
- Contract according to Greek employment regulations
- Opportunity to further develop the new community center
- Exchange with supporting long-term members of OHF in Greece, Germany and Switzerland
- Opportunity to be creative
- Working with a diverse and inclusive team

Application process

Interested candidates are asked to send their CV and cover letter to hr@ohf.gr. We are looking forward to hearing from you!