

Job Title:	Fundraising and Development Expert
Languages Required:	English and Russian required
Duration:	approximately 32-33 working days in May-December 2012
Location:	Home-based with travel to Chisinau/Moldova, Minsk/Belarus, Tbilisi/Georgia and Baku/Azerbaijan

Background

East Europe & Central Asia Union of PLWH (ECUO) has been awarded with EU grant to strengthen the impact of PLWH community through effective partnerships and advocacy efforts, and improve access to timely, comprehensive, quality treatment, care and support for children and adults living with HIV in Eastern Europe (EE) region. This action has a regional approach focusing on source countries (Moldova, Belarus, Armenia, Azerbaijan, Georgia), and is managed out of ECUO secretariat office in Kiev. One of the major objectives of this action is to strengthen and sustain organizational and technical capacity of the PLWH networks at national as well as regional (Kiev-based secretariat) level. Within the framework of this objective ECUO plans the development of measures to improve the sustainability of the ECUO members through elaboration and implementation of the country-specific as well as regional fundraising plan(s).

Purpose of the position

Applicant will be accountable for the development and launch of these plans.

Organizational Position

The Fundraising Expert receives technical guidance and reports to the ECUO Executive Director and Project Manager.

Duties and Responsibilities

- Development of the ECUO regional and country-specific **fundraising plan(s)** and associated **work plan(s)** in targeted National PLWH networks (Armenia, Azerbaijan, Georgia, Belarus and Moldova) – six documents in total - within the framework of ECUO strategic plan (2011 – 2015) and advocacy strategy (2012 – 2020) objectives/intermediate results (see attached), including:
 - Segregation of ECUO regional and country (where applicable) strategic development plans into smaller chunk sized bits to seek funding for each part from different sources;
 - Development of a more diversified range of donors by undertaking “donor mapping” exercise.
 - Investigating funding from non-traditional sources, such as embassies, local businessmen, faith-based organizations, through internet via networking and establishing credibility, etc.
- Serve as a regional resource person for country’ financial sustainability plans development process. In doing so, applicant will closely collaborate, train and provide technical guidance to the Secretariat based fundraising specialist.
- Research and prioritize funding options at country level, including grants, past contributors, new donors, corporate contributors and foundations.
- Ensure that regional and country level fundraising activities are coordinated with on-going process advocacy strategy development and planned activities.
- Undertake lessons learned review of successful and unsuccessful fundraising experiences and share observations/findings with ECUO leadership and partners.

- Introduce a level of professionalism that will have a positive impact on a specific initiative as well as ECUO as a whole.

Plan of Work

The consultant shall adhere to the following schedule:

Description of Activity	Number of Days	Timeline
<u>Preparatory phase:</u> Desk review of ECUO's background documents and research of publicly available strategies of potential donors in the Region/targeted 5 countries to analyze external and internal environment. Develop data collection tools and guidelines for their application by local teams (e.g. for SWOT and competition analysis).	approximately 6 working days	May-June 2012
<u>Home work phase:</u> Collect and analyze needed data from ECUO Secretariat and countries; reach agreement with ECUO executive director on outline of fundraising goals, timeline, and so forth.	approximately 7 working days	July – September 2012
<u>In-country visit phase:</u> assist national PLWH networks in identifying, and prioritizing of potential country-based donors; obtain concurrence of the proposed fundraising activities on country level; advise on fundraising events.	approximately 12 working days (Moldova, Belarus, Georgia, Azerbaijan) (2 days in each country, 1 day per round trip)	September – October 2012
<u>Finalization phase:</u> Production of final deliverables	approximately 8 working days	November – December 2012
Total number of working days	approximately 33 days	

Deliverables:

- ECUO regional fundraising plan and associated work plan.
- Country-specific fundraising plans and associated work plans for National PLWH networks (Armenia, Azerbaijan, Georgia, Belarus, Russia and Moldova).

Timeframes: May – December 2012

Required Skills and Qualification

- A keen understanding of a varied of fundraising techniques
- Minimum of 3 years of successful experience in the fundraising area of a non-profit organization
- Strong analytical, decision-making and problem solving skills
- Strong interpersonal and creative communication skills
- High competency in budgeting and fundraising planning

- Strategic thinker with a practical “can do” attitude
- Able to work effectively in a multi-cultural environment
- Fluency in Russian and English

Application procedures

Qualified candidates are requested to apply online via this website. The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position.
- Most **recent CV** including past experience in similar projects and contact details of referees.
- **Consultant’s most recent daily rate**¹.

¹ Related international travel expenses and respective per diems will be separately covered by ECUO.