



Opening position: Senior Fundraising/ Communications Officer

Date: 1/09/2022

Better Days is looking for a Senior Fundraising/ Communications Officer.

Better Days Greece was founded in Greece in 2016 in response to the influx of refugees arriving in Lesvos, Greece. It is the Greek implementing partner of Together for Better Days, a Swiss NGO. Together we have supported many projects in Greece, Lebanon, Serbia and Syria. We want to see a world where refugees and asylum seekers are guaranteed access to their rights and are treated with dignity and humanity. A world where no child under any circumstances is forced to endure the physical and psychological trauma currently faced by millions of children across the world. Some of our most successful projects to date include: *The Olive Grove/Better Days for Moria, Elpida Refugee Centre, TAPUAT Child & Family Hub, EcoHub, Socrates Sports & Development, MIRE (Mapping, Identification & Registration Exercise for UASC), Central Triage Pharmacy, Themida Greece* and of course our flagship *Gekko Kids*. Better Days' primary missions are based in Athens and on Lesvos.

Job Description:

This dual-role position requires versatility and excellent organisational and time-management skills. The position of the Senior Fundraising /Comms Officer aims at a) advancing the Better Days fundraising process, b) increasing Better Days annual fundraising and c) improving the quality of the content and Better Days social footprint through our external communications and social media. Specifically, the role will work alongside the Better Days Program & Development team to develop fundraising strategies, identify new sponsors and funding opportunities but will be responsible for developing the content and managing the grant application process. As a Communications Officer, the person will oversee interactions with the public through Better Days social media platforms, and develop social media content such as announcements and posts.

With this post we wish to grow our fundraising and communications know-how, learn how to create engaging and socially impactful content, improve Better Day's visibility wherever possible (website, social media, medium posts, articles etc) and share our learning with our audiences and the communities we work with.

The right candidate should be experienced and confident to take initiative and lead processes. We are looking for a passionate and self-driven individual willing to contribute their learning and experience to a small team of grassroots humanitarians with a particular ethos and vision about the industry. They should be prepared to work closely with a diverse team, communicate with donors, volunteers and other stakeholders, acquire feedback and testimonials, attend internal meetings, work in a flexible manner and adhere to Better Days' philosophy, values, mission and positionality. This is a remote-based position, but temporary placement in Athens may be negotiated with the right candidate. The candidate must be experienced in senior positions and know how to submit progress and performance reports, and high quality material.

Main functions include:

- Fundraising (grant applications & online fundraising)
- Developing and executing fundraising & social media strategies and plans
- Recruiting and managing assistance from fundraising/ comms volunteers and third parties as required



Educational Requirements and Experience: (candidates who do not meet the below criteria will not be considered)

- A degree in higher education or proven qualifications in one of the following areas, Managing Non-Profits/ Media and Communications/ Fundraising/ Journalism/ Advertising/ Marketing/ Digital Marketing
- Excellent level of English
- German/ French/ Greek will be considered an asset
- Familiarity with humanitarian terminology
- Advanced IT skills (Gsuite, Slack, Docs, Sheets, Drive, Canva) and social media platforms' functionalities
- Previous non-profit or humanitarian experience is required
- Key characteristics: creative, determined, resourceful, passionate, self-driven, critical, smart

Post Conditions:

- Flexible/ remote working conditions
- Employment contract or freelancing with service agreement
- Status: Full-time position
- Starting date: October 2022. Please note that the interviews will take place in the second half of September 2022.
- Duration: 3 months probation contract with the possibility of extension

Further information:

Better Days is a small and dynamic organisation looking to hire people who are passionate about humanitarian work, understand its risks and complexities, and are interested in investing in their role long-term. We are a quality-driven organisation determined to provide grassroots, holistic and effective solutions to support the integration and de-victimization of displaced communities in Europe, focusing on refugee education and empowerment of youth. Our colleagues come from all over the world, and our official business language is English. The ideal candidate will be inducted for two weeks and trained during the probation period. At the end of a third month's contract, the candidate is expected to participate in Better Days' Employee Survey and Self-Assessment which is part of their employee evaluation.

How to apply:

To apply, all applicants should please send their CV and a cover/ motivation letter in English to: hello@betterdays.ngo with the title "Senior Fundraising & Communications Officer application". Candidates who attach their CVs in any other language will not be considered.

Due to excessive workload, only successful candidates who meet the minimum criteria will be contacted. Note that BD has a multiple-step interview process, and our average processing time is 30-days depending on our workload. The hiring procedure includes the submission of a clear criminal record and a thorough reference check. The position will be closed as soon as it is filled.

Closing date: 30/09/2022 or until the position is filled