



# The Arab Human Rights Academy

## Job Vacancy: **Fundraising Manager**

Interested in working for an organisation that places human rights at the heart of its vision? Looking to get some invaluable experience as part of a small and dedicated team of activists and academics? If so, then the Arab Human Rights Academy may be what you are looking for.

We are currently looking for a Fundraising Manager – the successful applicant will be an integral part of a fast-paced and active organization, reporting directly to the Director of the Academy and will be responsible for coordinating and managing a number of fundraising and grant submissions.

### **Position responsibilities include:**

- Draft, develop, and implement a fundraising and capacity-building strategic plan for the Academy.
- Develop, submit, and monitor applications for financial support.
- Act as focal point for planning, budgeting, and the overall management of the Academy's budgeting and fundraising activity.
- Oversee strict budget controls and manage all income/expenses for the Academy, preparing appropriate reports where necessary.
- Attend to daily office duties where needed.

### **Position Qualifications:**

- A Masters degree in the social sciences, or a related discipline
- Minimum two-year experience in a fundraising role
- Extensive experience in budget management

### **Candidate must be/have:**

- Highly organised and detail-oriented
- Capable of handling multiple projects simultaneously
- Ability to work independently and as part of a small team
- Honest, trustworthy and reliable
- Excellent interpersonal, communication, and influencing skills
- Ability to quickly grasp and analyse complex data
- Excellent report-writing skills
- Ability to present complex information in a clear and legible way
- Excellent computer proficiency (MS Word, Excel and databases)
- A good command of Arabic is essential

**Location:** London.

**Salary:** Negotiable (self-employed, part-time).

**Closing Date:** we will fill this role as soon as possible.

**How to apply:** email your CV, a one-page cover letter, and written sample of your work to: [info@arabhumanrights-academy.org](mailto:info@arabhumanrights-academy.org) and [director@arabhumanrights-academy.org](mailto:director@arabhumanrights-academy.org).