



IICD is a non-profit foundation that specialises in information and communication technology (ICT) as a tool for development.

IICD is active in Africa and Latin America where we bring about technical and social innovations that create and enhance development opportunities in education, governance, economic development, health and the environment.

For more information, please go to www.iicd.org

We are seeking to strengthen the Community Relations team with an enthusiastic colleague in the role of:

Community Relations Officer (CRO) specialised in fundraising

At IICD we are seeking to develop and diversify our fundraising and marketing activities. This includes: developing new fundraising activities, developing existing and new accounts, and developing the (inter)national branding of IICD as an organization. Your most important objective is to achieve growth in income from private and public donor accounts.

Candidates tasks

Specific (Fundraising)

- Responsible for the concept and implementation of fundraising activities;
- Makes proposals and alliances with/for private sector foundations and charities;
- Maintains and develops relations with International or Dutch Private sector foundations and charities;

Specific (Marketing/Communication)

- Co-responsible for off-and online communication activities;
- Organizes conferences and workshops;
- Writes with other colleagues, conceptualizes and produces of public brochures, annual reports and other communication products;
- Conceptualize and mobilize (online) community involvement;

General

- Participates in general staff meetings and presents information, proposals, results, achievements and recommendations as appropriate;
- Participates in meetings of the Community Relations Team and presents information, proposals, results, achievements and recommendations as appropriate;
- Should be available for a fulltime position;

Candidates Knowledge, Skills and Abilities

- Master Degree in Communications, Sales, Marketing, Public Relations, Fundraising, Development or any other relevant field;
- 5+ years official experience in the fundraising sector;
- Skills in the complete fundraising cycle: e.g. Market research, strategy development; budgeting; donor relationship management and monitoring;
- Proven successful record in developing campaigns with fundraising objectives, using modern fundraising techniques;
- Track record of successful fundraising activities;
- Experienced facilitator of meetings;
- Track record of successful fundraising with international foundations and charities;
- Passion, vision and knowledge of online community involvement;
- Excellent written, verbal, networking and interpersonal communication skills;
- Self-motivated with proven commitment to continuous learning and self-development;
- High degree of professional versatility and hands-on capability;
- Fluent in English and Dutch;
- Advanced Spanish or/and French speaker a plus;
- Excellent writing skills in English (academic level);
- You enjoy working in a small team with 8 people;
- Solid commitment to the mission and vision of IICD and ICT4Development;

Core Competencies

- **Decisiveness**

Active decision-making; committing oneself to definite opinions, taking actions.

- **Creativity**

Coming up with imaginative solutions for job-related problems and with radical alternatives to traditional methods and approaches.

- **Analytical capacity**

Identifying problems; recognising significant information; gathering and co-ordinating relevant data; diagnosing possible causes.

- **Persistence**

Staying with a point of view or plan of action until the desired objective has been attained or is no longer reasonably attainable.

- **Organisational insight and awareness**

Knowing how different elements of the organisation mutually influence each other and acting accordingly, recognising the effect and results of one's own decisions or activities on other parts of the organisation.

- **Negotiation**

Recognising the interest of both parties able to find options for mutual gain, finding objective criteria and implementing the final outcome.

- **Entrepreneurship**

Recognising opportunities for both new and current activities; acting accordingly and taking risks when opportunity knocks.

- **Planning and organising**

Determining goals and priorities effectively and stipulating the action, timing and resources required to reach these goals.

To **apply** please email your Cover Letter plus CV to: vacancy@iicd.org

Closing date: 15th of December 2011

*For more information concerning the position, please contact:
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