



Job Description

Fund Development and Communications Director - Latin America and Caribbean

Role title:	Fund Development and Communications Director - Latin America and Caribbean
Continent:	Latin America and Caribbean (LAAM)
Location:	Buenos Aires, Argentina
Job title direct superior:	Continental Director Latin America and Caribbean
Functional Supervision:	International Director Fund Development and Communications
Salary:	Competitive salary
Staff reports:	Support Team, Continental Communications Advisor, Fund Development Advisors

Background

SOS Children's Villages www.sos-childrensvillages.org is an international non-governmental social development organisation that has been active in the field of children's rights and committed to children's needs and concerns since 1949. In 132 countries our activities focus on children without parental care and children of families in difficult circumstances.

We work on family-based, long-term care of children who can no longer grow up with their biological families. At our SOS Children's Villages children experience reliable relationships and love once again. They grow up in a stable family environment and are supported individually until they become independent young adults.

We also work on family strengthening programmes by supporting disadvantaged families to prevent crisis that can in the worst case scenario lead to place children in out-of-home care. Our family strengthening programmes build on families' and communities' resources, on their ability to organise themselves and on their responsibility for the well-being of the children

The Continental Office Latin America and Caribbean (LAAM) supports capacity building and development in national associations and in different areas of work. It leads and guides the development of programmes, strategies and policies in LAAM.

Aim of the position/description of the duties

Position Purpose

Build regional and national fundraising and communications capacity across the continent by providing guidance, targeted technical support and clear operating frameworks; facilitate the steady growth of local fundraising revenues in targeted National Associations.

Description of tasks and responsibilities:

- Lead and coordinate the development of continental fund development support plans and reports ensuring alignment with the organization's global strategic plan and continental priorities.
- Represent LAAM in international projects and contribute to international processes (e.g. development of toolkits, events, etc)
- Lead on development and implementation of Fund Development and Communications strategies in Latin America.
- Support key countries in developing and evaluating fundraising and communications plans and budgets.
- Provide direct technical support and supervision to facilitate accomplishment of agreed fundraising plans, including conducting support visits to regions/countries as necessary.
- Monitor fundraising activities based on agreed international Key Performance Indicators (KPIs)
- Guide and support the continental fundraising and communications network, e.g. regional and/or continental workshops and meetings as required
- Support with recruitment and orientation of senior fundraising and communications staff in national fundraising offices
- Monitor correct application of fundraising and communications policies and standards across the continent
- Steer on knowledge sharing activities across the continent including collection and dissemination of good practices in fundraising and communications
- Support designing of fundraising campaigns for the recruitment of committed givers
- Issue quarterly and annual reports to National Directors and Boards on the progress of fundraising in targeted countries
- Lead continental fundraising and communications team
- Ensure necessary linkages with other functions within Continental Office and support strengthening of fundraising knowledge at regional and national level
- Keep abreast of current fundraising trends, especially in the region.

Position requirements

- Technical skills in the complete fundraising cycle: e.g. Market research, strategy development; budgeting; donor relationship management and monitoring
- Track record of building effective relationships at senior level with a wide range of individuals from politics, media and business community, both face to face and remotely.
- Senior leadership skills, ability to work in network ; able to lead strategy processes effectively; able to represent LAAM at international level; able to lead fundraising staff in the continent through matrix structure
- Capacity to build and maintain excellent relations and to work effectively in a multicultural and multi-ethnic environment respecting diversity
- Strategic thinker and planner, able to lead and engage in planning processes and set priorities;
- Expertise in developing strategic plans and understanding the practical issues of their implementation
- Proven project management skills with a strong knowledge of budgeting;
- Able to think critically, objectively, analytically, and strategically;
- Able to work under pressure and keep a good sense of humour

- A lively intellect – robust, vigorous, astute and able to provide clear direction. Intellectually as well as practically driven
- Developing with colleagues, vision and purpose, and translating that vision into practical work plans
- Strong personal organisational and self management skills. Ability to lead and work in teams
- Willingness and ability to travel internationally
- Able to articulate the work of SOS Children’s Villages with passion

Education

- University degree

Skills and Experience

- Minimum 5-7 years experience and proven results in fundraising with experience in emerging markets an advantage
- Experience in coaching , training and supporting fundraisers and communications staff
- Proven successful experience in managing teams including ideally experience of managing staff at a distance and the ability to integrate distant working staff into the organisation
- Experience with Microsoft Word, Excel, Power Point and Outlook preferred;
- Fluent in Spanish and English with excellent writing and speaking skills in both languages

To Apply

To apply for the post, please send an English letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to: Diana Ruano recruitment@darylupsall.com .

Please ensure that they are sent as Word documents with the titles **“your name cover letter”** and **“your name cv”** Please put **“Fund Dev and Comms SOS LAAM”** in the email subject line. NO PHOTOS

Also please let us know where you saw the post advertised.

**Deadline for application:
Monday 6 September, 6pm Central European Time**