

## Job Description

<b>Job Title</b>	<b>Institutional Fundraising Officer</b>
<b>Reporting To</b>	Institutional Fundraising Manager
<b>Direct Reports</b>	-
<b>Job Purpose</b>	Support the writing, submission and implementation of ActionAid Hellas proposals with regards to Institutional grants, according to agreed annual plans and budgets
<b>Key External Contacts</b>	EU directorates, Institutions, agencies, partners
<b>Type of Contract</b>	Open – ended contract

<b>Key Accountabilities</b>	<b>Key Elements</b>
Support the writing, submission and implementation of ActionAid Hellas proposals with regards to Institutional grants, according to agreed annual plans and budgets	<p>Support the writing, submission and implementation of ActionAid Hellas proposals with regards to Institutional grants, according to agreed annual plans and budgets</p> <ul style="list-style-type: none"> <li>Identify, analyse and propose potential funding Programmes (e.g. EuropeAid, EACEA and especially Erasmus+, Europe for Citizens, EU Aid Volunteers, Justice, REC, EaSI, AMIF, EEA Grants, ESPA etc.) and partnership opportunities with the EC, according to the Institutional funds strategy and plan</li> <li>Monitor and ensure the early and timely identification of potential calls for proposals and relevant partnership opportunities, in order to secure the successfulness of the proposals submission</li> <li>Support the development of successful proposals for institutional grants</li> <li>Compose and submit high quality proposals to Institutional funding programmes (EU or National) as identified, in accordance with ActionAid's scope</li> <li>Identify and internally recommend relevant key actors in international and national level (civil society organizations, CONCORD, other platforms, EU member states etc.)</li> <li>Monitor effectively the successful implementation of EU funded programs/projects and ensure absolute alignment with ActionAid's accountability principles</li> <li>Work effectively in cross functional projects, ie with Development Education, Community Centre to collect relevant information for the development of the fundraising proposals</li> <li>Participate in meetings and committees when necessary</li> <li>Act as an ActionAid Ambassador</li> <li>Proactively provide alternate course of action and contingency plans if necessary</li> </ul>
Contribute actively as an integrated working member of a team and work effectively in internal and international cross-directorate teams	<p>Meet regularly with the Line Manager to review progress, update on plans and critically escalate issues for resolution</p> <p>Ensure that the implementation of activities is absolutely aligned with ActionAid's accountability principles</p> <p>Contribute in developing a departmental strategic plan and budget</p> <p>Monitor allocated budget activities and expenditure and adapt as necessary through the year, if required</p> <p>Work effectively in cross functional projects to identify and implement milestone actions where necessary</p> <p>Support other organization's priority activities, when necessary</p> <p>Work effectively with other departments / directorates, manage issues with clarity, ensure effective information flow and team working</p>

	Work effectively with relevant international teams to maximise the benefits of international collaboration & shared learning
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**Knowledge, skills & experience**

- Academic degree in social – political studies, management, economics or other related field
- At least two (2) years of working experience in EU funded projects (project design and project management)
- Demonstrated experience in proposals' preparation, writing and implementation (EC programs)
- Strong project management skills
- Analytical thinking, excellent organisation, communication, time management & negotiation skills
- Ability to work under strict deadlines
- Ability to work effectively as part of a team
- Excellent command of the Greek and the English language (both oral & written)
- Very good understanding of human rights, global poverty & development issues
- Availability to travel domestic and abroad