

Vacancy:

Fundraising Assistant (f/m/x)

Taking its name from the Paralympic symbol (the Agitos – meaning “I move” in Latin), the Agitos Foundation was founded in 2012 by the International Paralympic Committee (IPC) to support and implement global development initiatives that enable Para athletes to achieve sporting excellence and to positively influence societal attitudes towards impairment.

The Foundation raises funds from a range of sources and distributes them throughout the Paralympic Movement, enabling member nations and organisations, especially in developing countries, to build sustainable pathways for athletes of all abilities and to clearly communicate our core values of courage, determination, inspiration and equality.

Our offices are in Bonn, Germany and we have an internationally-diverse staff of approximately 13 people. If we are to create enduring impact in all of our target regions of the world, increased funding is a key factor in our future success and we therefore wish to recruit a talented and committed colleague to help co-ordinate our recently established fundraising regime.

The Agitos Foundation offers the position as full-time
Fundraising Assistant (f/m/x)

in a multi-cultural, international environment in an energetic team at the offices of the Agitos Foundation in **Bonn, Germany**, starting **as soon as possible**.

These will be your **responsibilities and key tasks**:

To support and enable the fundraising operations of the Foundation so that donor satisfaction and engagement is maximised and income targets are achieved.

- Operate the Foundation’s **CRM database** of prospects and donors so that all key interactions, gifts and other pertinent information are recorded and easily accessible.
- Administer the **donation and stewardship process** so that all major gifts are properly documented, monies are efficiently processed and supporters are fully acknowledged.
- Carry out **research** in-to a range of prospects (individuals, companies, foundations and organisations) so that initial approaches and meetings can be as incisive as possible.
- Assist the researching and writing of **proposal documents** and **grant applications**.

- Contribute to the production and publishing of a range of **communications** and to assist with the planning of cultivation and stewardship **events**.
- Provide **administrative support** and a point of liaison for the Foundation's Fundraising Director, trustees, ambassadors and volunteers so that they can operate effectively.

The position will **report** to the Fundraising Director.

These are our **requirements**:

- University undergraduate degree, or equivalent education, in a relevant field.
- Experience of working in a deadline-driven customer support environment, ideally with an understanding of fundraising and the dynamics of charities/foundations.
- Experience of using CRM databases.
- Experience of conducting prospect/market research.
- Excellent interpersonal and written communication skills. Fluent English is essential and additional languages would be advantageous, particularly German.
- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- A passion and commitment to work for an international organisation that is committed to bringing about profound social change.

Would you like to **apply**?

If you are interested and your qualifications meet our requirements, please send your CV and cover letter in English via e-mail to Alexandra.Schnurr@paralympic.org (Human Resources Senior Manager). Please state the earliest possible starting date as well as your salary expectations (please give precise figures in EUR). **Please note that applications will be reviewed on a rolling basis.**

We especially encourage individuals with an impairment to apply; we support the relocation process and will provide transitional accessible accommodation.

If you have any further questions, do not hesitate to contact us or see detailed information on the Agitos Foundation and the Paralympic Movement on our websites www.paralympic.org/agitos-foundation and www.paralympic.org.

We are looking forward to your application!

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