



## Development Associate

### *Job description*

Madrid, Spain

### **About the Organization**

Education For Employment in Europe (EuropEFE) believes that when young people have their first job and the hope of building a future for themselves, they help lay the foundation for secure and peaceful societies. We currently operate through affiliated organizations in the Middle East and North Africa (MENA) – the region with the world's highest youth unemployment rate. We are transforming the lives of young people by giving them the opportunity to work and the tools to create productive, independent livelihoods. Through unique partnerships with businesses, governments, academia, and civic leaders in our countries of operation, we design tailor-made training programs that give unemployed young people the specific skills to get and keep a job. At the end of our trainings, our graduates are placed in jobs that our partners commit before training begins. Graduates receive ongoing support through our mentoring and alumni networks.

EFE has become the leading youth employment non-profit in the MENA linking unemployed youth to tangible economic opportunities. The MENA region is the hardest place on the planet for youth to find the dignity and hope of employment. EFE is distinctive because it goes beyond training inputs to place youth in their first job, with a demand-driven model that begins with employer hiring needs. To date, EFE has connected over 67,000 excluded youth to the world of work and partnered with over 2,700 companies. Over 55% of program participants are young women. More information on EFE is available at [www.efe.org](http://www.efe.org).

EFE is poised for a period of rapid growth with an emphasis on quality and strengthening of the EFE Network's Affiliate non-profits across the MENA. The Development Associate will be an important contributor to this next strategic phase.

### **Position Summary**

EFE is hiring a Development Associate to help create and implement a comprehensive fundraising strategy that achieves its revenue and sustainability objectives. The Development Associate's primary focus will be to diversify and broaden EFE's existing donor base, with particular emphasis on individual donors, family foundations and institutional foundations in Europe. The Development Associate will also be responsible for identifying and updating funding opportunities from European public and private donors, engaging in proposal-writing, and supporting fundraising systems and processes that help to build organizational capacity among EFE Affiliates in order to increase their local fundraising capacity from individual and institutional donors. The Development Associate will report directly to the European Sr. Business Development Manager and the European CEO.

The ideal candidate will bring a demonstrated passion for EFE's mission and the communication skills needed to effectively share EFE's impact through creative and data-driven storytelling. S/he must also demonstrate having been a strong team member contributing to a non-profit development department's successful record of engaging new funders and generating major donations, particularly from foundations and individuals, and have a demonstrated record of proposal-writing. To work well in EFE's culture, the Development Associate must also be a collaborative team player who proactively builds relationships with colleagues and other key stakeholders. The top candidate will also possess a results-oriented mind-set and thrive in a dynamic, fast-paced, and high-growth environment.

### **Key Responsibilities**

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- **Strategy.** Working in collaboration with the European CEO and European Sr. Business Development Manager, help to execute an annual development strategy for EFE.
- **Research and Prospection:** Prospect potential donors and turn this into increased revenues opportunities for EFE. Identify decision makers within the donors' organization and design the best way to approach selected high net worth individuals. Identify donors through leveraging the EFE Network.
  - Set up meetings between donors, decision makers and EFE management.
  - Work with team to develop proposals that speaks to the donor's needs, concerns, and objectives.
  - Have an emphasis on generating a solid base of unrestricted funding.
- **Donor cultivation.** Under the supervision of the European management, coordinate the cultivation process resulting in maintaining the base of existing donors plus the newly identified to achieve fundraising objectives, including through board engagement.
- **Proposal development.** Perform targeted research on donors in Europe and map to EFE's mission and contacts. Draft letters of interest, concept notes and proposals, working with the Business Development and Program teams.
- **Collateral development.** Help to ensure consistency and effectiveness of fundraising messages and objectives. Develop targeted collateral tailored to individual and institutional donors to achieve fundraising objectives, working

with the Business Development and Program teams. Draft and edit reports and updates for continuous donor stewardship and as required by grant agreements.

- **Systems and Administrative.** Support the establishment of the processes and systems (including databases and other technology solutions using Salesforce.com) to coordinate development and fundraising initiatives for individual, foundation, corporate and government grants for the European organization and the Network overall. Track fundraising activities across the Network to ensure coordination among EFE staff and successful donor stewardship.
- **Affiliate engagement.** Support Affiliates as they develop, refine and implement sustainability goals, strategies, and budgets. The level of assistance will depend on each Affiliate's needs at their particular stage of development.

## Key Qualifications

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- Bachelor's degree required in a relevant field.
- A minimum of 2 years of experience in fund development and proposal-writing
- A passion for EFE's mission
- A positive, "can-do" mind-set, flexibility, good organization skills and teamwork
- Excellent oral and written communication skills; ability to write persuasively, clearly and concisely
- Knowledge of and/or experience living or working in the Middle East and North Africa preferred
- Successful experience supporting the development, implementation and management of development strategies
- Demonstrated ability to prospect, cultivate, and manage new donor relationships, particularly from individual donors, family foundations and institutional foundations in Europe
- Experience building organizational capacity (systems, processes, technology)
- Familiarity with online, social media, or crowdsourcing strategies is a plus
- Demonstrated ability to thrive in a results-based, high-growth, collaborative environment
- Ability to travel to the MENA region
- Fluency in English is mandatory (Mother-tongue or equivalent); French is a plus

## Compensation

€15.000-18.000 gross plus benefits depending on experience

## Application Guidelines

Send a resume and cover letter to [europe@efe.org](mailto:europe@efe.org) with DEVEUROPE on the subject line. Applications will be considered on a rolling basis. Outstanding candidates will be selected for interviews with senior EFE leadership.

## Note

Fundación Educación Para el Empleo (EuropEFE) is an equal opportunity employer. It is the Foundation's policy to seek out and hire, at all levels, individuals without regard to race, religion, age, color, nationality, sex, sexual orientation, veteran status, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our hiring practices.

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