

Senior Executive - Partnerships and Sustainability

ROLE PURPOSE

The Senior Executive - Partnerships and Sustainability is accountable for providing support for managing fundraising plans and initiatives to generate a regular stream of revenues in line with the goals of AJF. This is accomplished through coordination of campaigns, events, programs, etc. with multiple stakeholders of AJF.

CORE RESPONSIBILITIES

Fundraising Plans and Initiatives:

- Offers support with fundraising plans, initiatives and events as required by the Director of to generate a continual stream of revenue in support of AJF's goals.
- Collaborates with the Strategy and Programs Department on developing fundraising proposals to solicit donations/ sponsorships for the programs and initiatives of AJF.
- Keeps abreast of current trends and best practices related to the role in the UAE and internationally to benchmark and support the development and enhancement of related Projects.
- Researches and proposes fundraising initiatives, campaigns, special events etc. to support AJF fundraising strategy.

Document Management:

- Acts as a focal point for document management to ensure that department documents are archived accurately for ease of access and retrieval. This includes gift agreements, sponsorship and partnership agreements (MOUs, contracts, etc.), Donor/Sponsors profiles, receipts for donations, etc.
- Drafts letters, certificates, agreements, etc. for the Director to facilitate the implementation of fundraising efforts.
- In partnership with Finance, reconciles and coordinates receipt of donations to ensure related documentation is up-to-date and in compliance with the financial requirements of the organization.

Innovation:

- Actively participates in the drive for innovation in AJF by researching and applying innovative practices in partnerships and fundraising in support of AJF vision.
- Assists with innovative practices in fundraising in line with the mandate of AJF.

Relationship Management:

- Participates in community meetings, events, trade shows, conferences, etc. to build and enhance relationships in support of AJF fundraising strategy and related activities.
- Supports the management of fundraising platforms to fully leverage the channels in support of AJF strategy. This includes text messages system, online donations, etc.

Donors and Sponsors Management:

- Ensures regular maintenance and update of existing and prospective donors/sponsors profiles and related information to ensure the information is up-to-date at all times. In addition, the database should enable tracking of the donors/sponsors for continued support with fundraising.
- Researches potential donors & partners to identify their goals, history, and net worth of their charitable donations to ensure the information is used to build targeted fundraising campaigns.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Bachelor's Degree in Business Administration or Marketing

A minimum of 5 years of experience in marketing and fundraising preferably in a non-profit environment

UAE National is preferred