

## HUNGARIAN HELSINKI COMMITTEE

### Position: Project and fundraising manager



Hungarian Helsinki Committee

The **Hungarian Helsinki Committee** (HHC) is looking for a **full-time Project and fundraising manager**, a key role in a dynamic and leading Hungarian human rights NGO.

Application deadline: **8 February 2019** (Applications will be evaluated on a rolling basis.)

Starting date: **First half of March 2019**

Location: HHC office in **Budapest, Hungary**

#### Main tasks:

- Elaborating project and activity concepts, drafting project proposals, preparing budgets;
- Preparing periodic narrative reports to donors, ensuring the proper implementation of domestic and international projects, liaising with project partners and donors, coordinating reporting activities internally;
- Proactively working on institutional and project-based fundraising (including identifying new donors and funding opportunities, approaching donors, etc.);
- Representing the organisation at relevant professional events.

The Project and fundraising manager will work primarily, but not exclusively, on projects related to refugee protection and forced migration.

#### The candidate should:

- Hold a bachelor or master's degree in a relevant field; for example social sciences, economy, public policy, or political science;
- Have an excellent written and spoken English and be a confident public speaker;
- Be good in effective writing, as well as in editing documents in a visually attractive format;
- Have firm experience in project management, writing project proposals and reporting to donors/funders;
- Be good in multitasking and working under pressure;
- Be good in distilling complex concepts into simple and concise information;
- Be proficient in using office software such as Microsoft Office;
- Be a real team player, with a good ability to coordinate other persons' work and to support an entire team;
- Be precise, punctual, open-minded and creative;
- Be strongly committed to human rights and the mission of the HHC;
- Know and understand the HHC's operational context, mandate and concrete activities;
- Be eligible to work in Hungary.

*The knowledge of Hungarian language is not a general requirement for this particular position.*

#### It will be considered in favour of the candidate if she/he:

- Has experience in working in the field of human rights and/or asylum;
- Has experience in working at an NGO;
- Speaks other relevant languages, such as Hungarian, French, German, Spanish or Russian.

**Applications** need to be sent **in e-mail to [jobs@helsinki.hu](mailto:jobs@helsinki.hu)**, with "*Project and Fundraising Manager - [name of the candidate]*" specified in the subject line. Applications should include:

1. A **CV** in English
2. A **motivation letter** of maximum 700 words in English, which briefly answers the following questions:
  - a. What relevant skills and experiences would you bring to this job? Why do you think you are a suitable candidate?
  - b. Why would you like to work with the Hungarian Helsinki Committee? Please consider its mandate, activities and current operational context.
  - c. What are the challenges you see for the HHC in terms of financial sustainability and operational context, and what ideas would you have to address these challenges?
3. Your required **net monthly salary** in HUF
4. Two **professional references** with contact information