

Fundraising and Administrative Co-ordinator



Nepal Leprosy Trust Ireland
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www.nlt.ie

Our Vision – beating leprosy, breaking stigma and building lives

Nepal Leprosy Trust (NLT) serves in areas of Nepal where leprosy is still prevalent. Our vision is to help eradicate leprosy; to overcome prejudice against those affected, and to improve people's standard of living.

NLT is a registered non-governmental organisation in Nepal and a charity in Ireland (CHY 14810) and the UK. NLT works to empower those affected by leprosy, and other disadvantaged people in Nepal, by offering holistic support without discrimination. It is involved in the diagnosis and treatment of leprosy, stigma elimination, income generation and social support.

Our work is inspired by the love of Jesus. We support and empower the outcast, the poor and the hungry, the stranger in our midst, the orphan and the sick.

'For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me ... '

(Matthew 25 v 35-36, The Message)

Opportunity – Fundraising and Administrative Co-ordinator

An exciting and rewarding opportunity has arisen in this small but well-established Christian charity as the fundraising and administrative coordinator of NLT Ireland. The person should share the ethos and values of NLT and agree with its mission, vision and statement of faith. They will report to, and work with, the board of directors in several areas:

1. Fundraising Role:

1. Identify, develop and maintain relationships with partners and donors (new and existing) including writing funding applications.
2. Manage and monitor existing donor funding and project activities and provide appropriate feedback.
3. Coordinate NLT Ireland's local fundraising activities including initiating, organising and administering local events and overseeing local volunteers.
4. Identify opportunities for and facilitate the selling of NLT handicrafts.
5. Any other reasonable task appropriate to the scope and mission of NLT Ireland as instructed by the directors.

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2. Administrative Coordinator Role:

1. Prepare documentation in advance of and following quarterly board meetings including minuting meetings.
2. Help develop and produce publicity and marketing materials along with the directors, such as:
 - a. the annual report and newsletters.
 - b. digital media platforms: website (blog), Twitter, Facebook and Instagram.
3. Liaise with the board and maintain/update Good Governance Policies and Charity Regulator status.
4. Manage and update the 'child education programme'.
5. Manage and update the 'educational scholarship programme'.

Candidates will require the following skills:

- Good administration and organisation
- Be able to co-ordinate project budgets
- Good communication and people skills
- Initiative and motivation
- Presentation skills e.g. ability to speak and present in public
- Computer skills: Microsoft Word, Excel, PowerPoint

Ideally the candidate will have experience in:

- Overseas Development (e.g. Nepal, Leprosy)
- Fundraising
- Writing funding proposals for grants
- GDPR and copyright issues in relation to social media and newsletter publication
- Website maintenance
- Social media and blog writing
- Photo file management, including basic photo editing

Terms and Conditions:

- Annual salary: €11,000
- Working hours: flexible 15 hours per week
- Work location: flexible

Closing Date for applications: 1st September 2021

Please email cv and covering letter, highlighting relevant experience and why you are interested in the role to mike.winterburn@nlt.ie