

Job description

Job title: Communications and Fundraising Officer

Manager: Executive Director

Contract: 20 - 40 hours per week, with a two month probation period

Salary: £18,000 - £32,000 per annum

Location: Office in London, with the option to work remotely (at least 1-2 days in the office is desirable)

Background and job purpose

ALQST for Human Rights is an award-winning independent NGO established in 2014 that works to defend and promote human rights in Saudi Arabia and the Gulf.

We are looking for a highly motivated communicator and fundraiser who is passionate about ALQST's work and able to effectively present this to a range of external stakeholders, in order to enhance ALQST's profile, capacity and financial stability.

About the role

- Develop and lead high quality communications materials in a clear, concise and compelling format. These materials will include social media and website content and targeted emails
- Manage our social media channels and website, creating varied and engaging content to develop ALQST's engagement and expand our following
- Ensure that ALQST's communications (website and social media accounts) are aligned with ALQST's mission, values, and strategies
- Offer a strategic perspective to the mobilisation of ALQST's work and assets
- Support the development and implementation of the fundraising and marketing strategy, that delivers on agreed income targets

ALQST Advocating for Human Rights

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- Achieve or exceed agreed income targets through applying to and successfully managing relationships with funders
- Research and identify income opportunities from new grant making sources
- Liaise with internal staff to ensure relationships with existing funders are managed in the best way

Knowledge and experience

- Good knowledge and experience of Saudi Arabia and the Gulf region
- Experience of developing high quality communications materials
- Proven ability to grasp complex information and convert it into simple and accessible language for a variety of audiences
- Experience in developing long term plans for fundraising, ideally in the NGO sector
- Experience of writing compelling funding applications
- Understanding of monitoring and evaluation processes needed for funding applications

Skills

- Excellent communication and writing skills, and the ability to interact with a range of stakeholders. Being able to speak and read Arabic is desirable
- Proficiency with online media tools for communication
- Demonstrated ability to work in a fast-paced environment, handling several projects at one time