

EURORDIS-Rare Diseases Europe

Job vacancy – Development Relations Senior Manager

Position: Development Relations Senior Manager

Responsible to: Chief Operating Officer

Contract type: Permanent, full-time

Salary: 40 to 50 000 euros per annum + one-month performance-based bonus

Location: EURORDIS Paris

Start date: ASAP

About EURORDIS-Rare Diseases Europe

EURORDIS-Rare Diseases Europe currently boasts a steady increase in health corporate donations (grown by 200% over last 10 years), with a target approaching € 2 Million in 2020. Our total expected income for 2020 is in excess of € 6 Million. Our organisation is committed to building our funding with a priority on increasing private funding and diversifying it up to 20-25% of new resources in the next 5 years. These funds will be raised in Europe and at international levels.

EURORDIS' projects and initiatives continue to be of high quality with growing needs for diversified funding to enhance sustainability while maintaining independence. Their impactful deliverables are making a difference both short and long term for people living with a rare disease in Europe and beyond.



Key tasks & responsibilities

The Development Relations Senior Manager (DRSM) identifies, explores and cultivates opportunities with the goal of primarily increasing the number of gifts and diversifying the donor base with foundations, major gifts and non-health corporations. S/He will be expected through research, networking opportunities, relationship building and outreach (including being available for travel in Europe and globally) to develop new opportunities for EURORDIS and be the lead on new foundations and major donor contacts. The DRSM would also follow leads for developing other revenue generating activities depending on the opportunities which are presented.

The DRSM will report to the Chief Operating Officer and work directly with the Chief Executive Officer, the Chief Financial Officer and others to develop funding opportunities. The DRSM will work across staff and departments, including the communications, events, development and operations and projects teams, depending on priorities and opportunities which arise. The DRSM position will evolve within a team organisation which regularly adapts to strategic objectives. The position may become a director position and may be repositioned within overall strategic developments of operations and projects.

Motivated to work at an NGO and committed to our cause, the DRSM meets targets with organisations and individuals in line with EURORDIS' image, values and transparency and is committed to building long term sustainable partners. The DRSM cultivates relationships and searches for funding which fit EURORDIS' Strategy, Mission and annual Action Plan. The DRSM maintains a quality, ethical and transparent approach based on best professional practices and aiming at highest standards.

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The position is recruited for EURORDIS' Paris Office (Brussels and Barcelona offices to be considered).

Candidates must be able to travel up to 30% of their time on average to meet contacts with travel in European cities (primarily Brussels and Barcelona) as well as the United States and other parts of the world.

The main scope of this post includes:

- Identify new potential donors and sources of diversified funding (individual, foundations, and non-health corporate)
- Set up, plan for, and attend meetings with potential donors, involving other members of EURORDIS staff or volunteers as appropriate
- Cultivate and steward relationships with potential donors (new and ongoing)
- In collaboration with the Events Director and other relevant colleagues, source ideas and develop creative concepts for a new special fundraising event replicable and scalable to grow over time.
- Work closely with leadership, directors, and project leaders across EURORDIS to:
 - Write case statements and answer grant opportunities
 - Communicate new and current project developments to prospective funders
 - Develop marketing literature and improve online fundraising content
 - Write reports for donors for cultivation purposes and as required for foundations grants.
- Meet annual diversification targets. The ambition is to reach € 400 000 of diversification by 2021, over € 1 M by 2023 and 20-25% of overall income by 2025.
- Demonstrate enthusiasm for EURORDIS and a strong commitment to its mission, including its advocacy activities, community building and collaboration.
- Be an active team member supporting other staff members in their activities and targets especially within the development, communications and events teams
- Participate in EURORDIS events and activities

Experience & skills

- Minimum Bachelor's degree and 5-10 years' professional experience in non-profit organisations or equivalent business setting with a demonstrable track record in cultivating and managing foundations and major donors and successful special events.
- Autonomous and highly driven: results and deadline oriented,
- Strong business sense with negotiating skills
- Excellent communicator and relationship builder
- Multi-tasker; able to work under pressure; capacity to handle day-to-day management; good organisational skills.
- Personal and professional integrity
- Enthusiastic and flexible team player with skills in relations including: relationship building, strategic planning, verbal and written communication, organisational and time management abilities
- Ability to work with several operational team members and project leaders with varying backgrounds, building a donor acknowledgement culture internally.
- Proficiency in Microsoft office suite – high level in Donor database and reporting a plus
- English native speaker or native-level fluency in English with excellent written and oral communication skills is a must.
- Good level in French desirable; other European languages a plus.

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To apply

Please send your CV and cover letter in English to drsm@eurordis.org

Deadline for applications: 29 February 2020. Interviews will begin as soon as suitable candidates apply.

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