



VACANCY: GRANTS AND ADMIN COORDINATOR

BORDER VIOLENCE MONITORING NETWORK is looking for a Grant and Admin Coordinator

BVMN is an alliance of NGOs and grassroots groups based in the most challenging spots of the Balkan route. BVMN collects testimonies of illegal and violent push-packs perpetrated by authorities in border areas. BVMN advocates for an immediate suspension of such illegalities, and catalogues evidence for both a political and civil society audience. This position in BVMN aims to guarantee a constant management and follow up on both ongoing grants and proposal writing. The Grant and Admin Coordinator will lead a dynamic team of volunteers who will support them in all tasks.

KEY RESPONSIBILITIES:

- Perform as a focal point for BVMN's grants applications and fundraising actions in cooperation with the Networks partners, and to be involved in regular Fundraising & Finance Skype meetings
- Monitor open grants and lead reporting processes in cooperation with partners' field staff
- Write competitive project proposals as for projects' implementation and budgeting
- Develop communication/marketing material to support fundraising actions
- Perform as BVMN's focal point towards external donors
- Coordinate BVMN fundraising working groups in cooperation with other working groups, such as Advocacy
- Coordinate, organise and seek fundraising events
- Create and update the Donors' database
- Follow up on projects' accountability (admin and finance)
- Create and update budget follow up tools
- Shape the fundraising strategy towards a fair involvement of BVMN's partners

QUALIFICATIONS:

- Excellent understanding of the ongoing migration crisis in the Balkan areas. Previous experience in the area is an asset
- Bachelor degrees in Economy, Accounting, Finance or related studies is a plus
- A minimum of 3 years working experience, managing donor funded grants
- Excellent analytical, critical, organizational and computer skills
- Excellent written and spoken English (additional European languages - French, Spanish, Italian and German - are a plus)
- Photo/video editing combined with an excellent creativity to develop fundraising campaigns is a plus
- Residency or right to work in the European Union is a plus

WHAT BVMN OFFER...

- A monthly salary of 450 euros to be possible extended according to new funds available.
- Possibility to join a vibrant team and grow together with it
- Home based position with possible field visits in the Balkans.

HOW TO APPLY... You are invited to present your candidacy by sending a CV and a Letter of Motivation to jobs@borderviolence.eu specifying in the subject: GRANTS AND ADMIN COORDINATOR.

Deadline for applications: 31st January 2020