

Vacancy

Development and Impact Officer Institute for Integrated Transitions

Headquartered in Barcelona, Spain, the [Institute for Integrated Transitions](#) (IFIT) is an international non-governmental organisation dedicated to helping fragile and conflict-affected states achieve more sustainable negotiations and transitions out of war, crisis or authoritarianism. IFIT's core work is to serve as an expert resource on integrated policy solutions for locally led efforts to break cycles of conflict or repression.

IFIT is currently seeking to fill the position of **Development and Impact Officer**.

Role: Working under the overall supervision of the Director of External Relations/Head of Office (HQ), the role is focused on supporting the organisation's fundraising efforts in order to contribute to ensuring sustainable resourcing to support organisational goals and maximise impact.

Work Schedule: Full-time
Start date: Immediate
Type of contract: Indefinite Spanish employment contract
Reporting to: Director of External Relations/Head of Office (HQ)
Salary: Euro 41.000 (gross per year)
Location: Barcelona
Probation period: 3 months

Responsibilities:

Development (approx. 75%)

- Support the Director of External Relations in fundraising duties, including coordinating the IFIT fundraising team.
- Maintain and update fundraising trackers and databases, including on Salesforce.
- Provide support in the development of organisational and project-specific fundraising strategies and donor stewardship.
- Plan and attend meetings with donors and represent the organisation in other fundraising and donor activities.
- Draft and review fundraising concept notes and applications.
- Identify new funding prospects and new donors and cultivate relationships to turn prospects into opportunities.
- Research on funding prospects and maintain up-to-date information on international funding trends.
- Plan and execute fundraising initiatives, activities, and events for the organisation.

Impact (approx. 25%)

- Draft and review donor reports, including tracking donor reporting timelines and ensuring compliance with them.

- Develop and keep up to date the organisation's basic monitoring, evaluation, accountability and learning strategy.
- Develop project logical frameworks for performance measurement and tracking.
- Review and document donor-related processes for purposes of learning and improvement.
- Support external project evaluations and audits.
- Help produce monitoring and evaluation reports on the impact of the organisation and its projects.

Competences/skills

- University degree in a relevant field (e.g. communications, monitoring and evaluation, business administration, or nonprofit management).
- Minimum 2 years of professional experience in fundraising, including monitoring and donor reporting, international aid and donor relations.
- Experienced user of Salesforce and monitoring and evaluation tools.
- Outstanding native level written and speaking English. Spanish desirable.
- Excellent interpersonal and communication skills and ability to handle communication tactfully and professionally.
- Highly proactive, detail-oriented, organised, and reliable.

How to apply

Please email your CV or LinkedIn page and a 250-word expression of interest to bmanresa@ifit-transitions.org, stating "IFIT Development and Impact Officer" in the email subject line, on or before the 22 July 2024.