

POSITION DESCRIPTION

Cheshire Disability Services

AM8040 - Promotion / Donor Officer

Cheshire Disability Services, PNG, established in 1965, is one of the leading Service Providers for Children/Persons with Disabilities or those who may be at risk of developing a disability.

Applications are invited from qualified and experienced professionals for these positions based in Port Moresby.

PROMOTION / DONOR OFFICER

Reporting to the General Manager, this role is responsible for developing and overseeing relationships with donors, sponsors and partners of Cheshire Disability Services as well as driving awareness campaigns and programs.

Key Responsibilities:

- Build and maintain positive and collaborative relationships with existing donors, sponsors and supporters
- Research and identify potential donors and sponsors
- Plan and execute fundraising campaigns and initiatives
- Research grant opportunities from private foundations, government agencies and other sources
- Prepare grant applications and proposals, ensuring compliance with guidelines and deadlines
- Develop and implement marketing and promotional strategies to increase the organization's visibility
- Maintain accurate and updated donor databases
- Ensure donor recognition and fulfilment of donor benefits
- Prepare and provide reports on fundraising efforts, donor contributions, and campaign effectiveness to management.

Expected Competencies:

- Bachelor's Degree in Marketing or related field
- 5 or more years' experience in similar role
- Proven experience in planning and initiating successful fundraising strategies
- Experience in using various marketing and promotional tools, including social media, print media, digital media etc
- Experience in events management with knowledge of managing donor partnerships
- Basic financial acumen to assist with budgeting and financial reporting
- Excellent written and verbal communication skills to effectively convey the mission and impact of the organization
- Strong organizational skills to manage multiple events and campaigns simultaneously
- Good ability to establish and maintain positive relationships with donors, sponsors and supporters
- A strong and genuine passion for the organization's mission and the ability to convey that passion to others
- Good attention to detail.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 3rd November 2023

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview.