

## JRS Advertisement

### Identification of Position

**Position Title:** Communication and Fundraising Officer

**Reports to:** Country Director

**Location:** Country Office Kampala

### Position Requirements

#### Organizational Context

The Jesuit Refugee Service (JRS) is a ministry of the Society of Jesus, incorporated as an international non-governmental organisation with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organisation was founded in November 1980 and now has a presence in 57 countries. JRS undertakes services at national and regional levels with the support and guidance of an international office (IO) in Rome. The style of JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs. The main services provided are in the fields of Education and Livelihoods, Reconciliation, MHPSS and Advocacy.

#### Operational Context/Role

Reporting to the Country Director, the Communication and Fundraising Officer will be responsible to lead and provide overall communication and fundraising strategy for JRS Uganda, with the primary objective of producing external communication, raising awareness of JRS Uganda's brand, services and reputation as well as contributing towards fundraising targets.

#### Key Responsibilities

##### Communications

- To develop a Communication Strategy for JRS Uganda.
- To produce testimonies, articles about JRS Uganda project for the website, media use and fundraising
- To maintain a database of photo, testimonies and research/evidence to promote JRS Uganda's work
- To write and distribute press releases to print, radio and television and respond to media enquiries
- To develop a regular newsletter about JRS Uganda's work and to share with stakeholders
- To run Communications campaigns to raise awareness of JRS Uganda services
- To represent JRS Uganda in a variety of settings including presentations and talks, exhibitions and events to inform potential supporters about the organization's vision, mission and work

##### Fundraising

- To develop a Fundraising Strategy for JRS Uganda.
- To prepare materials for charitable events, such as fundraising envelopes/bid sheets/gift bags
- To research and identify potential donors/corporate sponsorship to feed into the strategy
- To develop and maintain a database of supporters, donors and potential funders
- To forge long-term mutually beneficial relationships with individual, trust and church supporters and raise funds towards the ongoing work of JRS Uganda
- To develop a stewardship journey for corporate and individual donors supporting JRS Uganda ensuring the smooth-running of communications and follow-ups with donors
- To monitor progress and impact of fundraising drive.

- To coordinate, prepare and submit small grant/trust applications for funding as agreed with the Country Director and in accordance with JRS Uganda's mission and strategic plan
- To raise funds for JRS Uganda's cause and regularly meet or surpass fundraising targets
- In the case of grant funding ensure that monitoring and evaluation processes are embedded across the organization, ensuring that all grant conditions are met.
- To support the Programmes Office with project evaluation and the completion of the end of project Reports
- To respond to enquiries from the public including responding to requests for information and material
- Produce Fundraising reports for the Senior Management Team
- Give talks and presentations where required to raise awareness of and support for JRS Uganda

**General:**

- Maintaining a high standard for written copy and content, meeting JRS branding and style guidelines;
- Sharing and promoting the impact supporters' donations have on the lives of refugees;
- Represent JRS Uganda at relevant NGO fora and networks pertaining to fundraising activities;
- Collaboration with JRS Regional and International Communication Departments;
- Sustain a diverse and demanding workload effectively with a hands-on approach;
- Undertake such other duties and responsibilities as the Country Director may from time-to-time request.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

**Qualifications and Experience:**

**Education**

- A university degree in Communication, Public Relation or equivalent or a full Professional.
- Knowledge of major donor regulations such as BPRM, EU, and UN funding streams is a must.
- Three (3) years of experience at a senior-level.
- An ability to think creatively to identify new sources of funding.

**Languages**

- Excellent written and verbal communication skills in English are required.

**Required Skills and Competencies**

- Proficiency in written and oral English and outstanding storytelling, writing, and editing skills.
- Familiar with graphic design/video editing software
- Proven experience in producing content for different audiences and channels
- Very good pastoral sense, listening abilities and inter-personal skills;
- Deep sympathy and congruence for mission and values of JRS;
- Positive, approachable and professional, with a 'can-do' attitude;
- Work with integrity, impartiality, fairness and the ability to respect confidences;
- Demonstrable experience of working in an active team;
- Experience of building strong and effective relationships with existing donors, potential supporters and other stakeholders;
- Competent and comfortable using e-mail and social media platforms (e.g. Mailchimp and Hootsuite);
- Excellent attention to detail and accuracy;
- Excellent organizational skills used in planning own work and ability to work to targets and deadlines;
- Excellent written and oral communication skills;

- Ability to write persuasively and succinctly to inspire;
- Numerate, particularly in preparing budgets for appeals;
- High standard of computer literacy (Microsoft Office 365, In-Design, Database);
- Understanding and experience of event planning and management;
- Proven experience of running successful fundraising appeals;
- Experience of accompanying refugees, asylum seekers or vulnerable individuals;
- Understanding and experience of working (or volunteering) in a faith-based context;

### **How to apply**

- Written application explaining why you are interested in the above position and how you meet the qualities and qualification criteria.
- Attach a CV with maximum 2 pages. The CV should contain information about your qualifications, relevant trainings, work experience, names and contact details of two (2) relevant referees.
- Applications should be sent online to Jesuit Refugee Service Uganda at [uga.hr@jrs.net](mailto:uga.hr@jrs.net)

***Note: JRS has a Child Safeguarding (CS) Policy in place and expects all staff to read, sign and adhere to it.***

**Deadline: 20.09.2022**

***No late applications will be considered - Only shortlisted candidates will be contacted***