



Position Announcement

Development and Fund Raising Officer
Yerevan, 6 First Yekmalian street

Orran was founded eighteen years ago in Yerevan to divert children of destitute families from the streets and engage them in academic, cultural, and extra-curricular activism. Orran also helps lonely and needy elderly. Today the organization assists over 250 children and 100 elderly in its centers of Yerevan and Vanadzor

Mission Statement

1. Divert children from the streets and engage them in academic, cultural, and extra-curricular activities
2. Fight the concept of beggar children as the principal breadwinners of their families
3. Identify and develop children's interests and talents toward a working career
4. Help families "in crisis"
5. Assist the lonely and needy elderly
6. Prevent the spread of destitution and begging among Armenia's children and elderly

1. Title: Development Officer

The Development and Fund Raising Officer performs and coordinates the organization's marketing, fundraising, and development activities

The work performed requires a high level of proficiency in marketing and fund raising as well as fluency in Armenian, English and Russian.

The Development Officer will report to the Chief Executive Officer

2. Essential Objectives, Duties and Responsibilities

- 2.2 Develop and maintain **excellent relationships** with existing benefactors/donors
- 2.3 Identify potential **private donors** (with or without Armenian background)
- 2.4 Study and identify potential **institutional donors** for Orran
- 2.5 Write **grant applications** to institutional donors and governments
- 2.6 Plan, organize and host the annual fund raising gala with the help of volunteers
- 2.7 Develop and implement other **fundraising campaigns and fundraising activities** (such as meetings, dinners, concerts, sponsored marathon runs etc.) to target the identified potential private donors and sectors
- 2.8 Maintain existing and seek new benefactors for **“Child Sponsorship”** by corresponding on the child progress at least 3 times per year, namely at Christmas, Child’s Birthday and scholastic end of year reports
- 2.9 Legacy promotion
- 2.10 Assist in maintaining and enhancing marketing tools such as brochures, leaflets, presentation, letters etc. in conjunction with Orran’s CEO

Orran - “Helping Families in Need”
Benevolent Non-Governmental Organization – www.orrان.am
6 First Yekmalian Street, Yerevan 0002, Republic of Armenia
Telephone : + 374 10 535167 - email orrان@orrان.am
Orran (a charity with a 501 ©(3) tax exempt status, tax id 95-4841165)
2217 Observatory Av. LA, CA 90027 USA

- 2.11 Liaise with CEO on production and distribution of printed annual November newsletter
- 2.12 Produce monthly email newsletter using input from CEO for awareness of Orran's activities and latest fund raising appeals
- 2.13 Liaise with Orran's web designer to maintain, enhance and keep up-to-date the Orran website
- 2.14 Use social media such as Facebook, Twitter etc. to raise Orran's profile
- 2.16 Work with crowd funding organizations to secure modest funds from the general public
- 2.17 Ensure that the contributions/donations, financial or otherwise, of fundraising supporters, donors and participants in events are appropriately acknowledged
- 2.19 Give talks and presentations about Orran to maximize Orran's presence
- 2.20 Ensure an internet-based presence of Orran for the targeted markets
- 2.21 Attend all fundraising events related to Orran as required, supporting colleagues, external fundraisers and fundraising supporters
- 2.22 Circulate monthly reports following approval from the financial director to the Orran Board of Directors, or any other person entrusted by the Board, about all activities and the financial results of the fund raising activities against agreed financial targets

3. Requirements

Qualification/Experience

- University degree specializing in marketing and media preferred
- Experience in marketing and fund raising
- Experience in organizing small and large events and recruiting and working with volunteers
- Fluency in Armenian and English and good working knowledge in Russian

Ethics: Unquestioned principles and behavior. Collaborative and responsible work habits

Performance: Setting and achieving ambitious goals

Salary and Holiday entitlement: to be negotiated

To apply for this position, please submit a cover letter and a resume addressing relevant qualifications, experience, salary and benefits, and information on professional reference strictly to:

Email: orran@orran.am

NO PERSONAL VISITS, DELIVERIES OR PHONE CALLS!

The closing date for the receipt of applications is 31 May, 2018. Only short listed candidates will be notified for an interview.

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