



Position Advertised: Fund Raising and Development Coordinator - Yerevan

Orran was founded sixteen 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 190 children and 80 elderly in its centers of Yerevan and Vanadzor with 20 full time, 24 part time and 51 volunteers. Orran's operating budget for 2016 is \$500,000 USD

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: Fund Raising and Development Coordinator - Yerevan

The Coordinator of Fund Raising and Development performs the organization's marketing, fundraising, development and PR functions. He or She will liaise closely with the Fund Raising and Development Coordinator in Vanadzor

The work performed requires a high level of proficiency in marketing, fund raising and PR.

The will report to the Chief Executive Officer

2. Essential Objectives, Duties and Responsibilities

- 2.1 Develop and maintain **excellent relationships** with existing benefactors/donors
- 2.2 Identify potential **private donors** (with or without Armenian background)
- 2.3 Study and identify potential **institutional donors** for Orran
- 2.4 Write **grant applications** to institutional donors and governments
- 2.5 Plan, Organize and Host the Annual Fund Raising Gala with the help of up to 10 Volunteers
- 2.6 Develop and implement other **fundraising campaigns and fundraising activities** (such as meetings, dinners, fund raising races, concerts, sponsored marathon runs etc.) to target the identified potential private donors and sectors
- 2.7 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
- 2.8 Legacy promotion
- 2.9 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

- 2.10 Liaise with CEO on production and distribution of printed annual November newsletter
- 2.11 Produce monthly email newsletters using input from CEO for awareness of Orran's activities and latest fund raising appeals
- 2.12 Liaise with Orran's web designer to maintain, enhance and keep up to date the Orran Website
- 2.13 Use social media such as Facebook, Twitter etc to raise Orran's profile
- 2.14 Use media outreach to raise Orran's profile and to seek fund raising
- 2.15 Work with Crowd Funding Organizations such as OneArmenia, Indiegogo to secure modest funds from the general public
- 2.16 Ensure that the contributions/donations, financial or otherwise, of fundraising supporters, donors and participants in events are appropriately acknowledged
- 2.17 Give talks and presentations about Orran to maximize Orran's presence in the market place
- 2.18 Ensure an Internet-based presence of Orran for the targeted markets
- 2.19 Attend all fundraising events related to Orran as required, supporting colleagues, external fundraisers and fundraising supporters
- 2.20 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. The monthly report should include a copy of the timesheet showing hours spent per day on the various categories of work

3. Requirements

Qualification/Experience

- University degree with a bias towards marketing and media
- Minimum of 3 years of 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

Bias for Action: Demonstrating a sense of urgency to achieve important goals

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 August, 2016. Only short listed candidates will be notified for an interview.

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