**JOB ANNOUNCEMENT**

**Position**: Projects coordinator

**Location:** Yerevan, Armenia (possibility of working remotely, subject to a contract)

**Employment Duration:** ASAP, 1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the probation period)

**Closing Date**: On a rolling basis

**About the Organisation**

Are you passionate about making a real difference to the lives of transgender people and achieving gender equality? Would you like to work in a growing NGO team? Are you ready to be part of a new and exciting challenge? If you have just answered yes, then we could have the perfect opportunity, to allow you to take the next step in your career! We are looking for a confident fundraising professional to join our team in Yerevan as our new Projects coordinator.

Right Side is a community based, democratic, human rights defender NGO, founded in January 2016 by trans activists in Armenia. It is the first and only NGO, run by and for trans people in Armenia and in the South Caucasus region. Right Side works on national level and in Nagorno Karabakh Republic, which is conflicted area between Armenia and Azerbaijan. Join us to use your expertise and strong inter-personal skills to help make Armenia a better place for people with different gender identities and expressions and improve human rights situation in Armenia. Previous experience of fundraising is a must. You should have a passion for people and a talent for building relationships. With first class communication, networking and influencing skills, you will thrive on persuading people to support the cause. You take pride in excellent writing and are admired for your ability to communicate face to face, holding your own with tact and persuasion. Using this rich combination, you will relish the challenge of delivering high-value, multi-year donations from donors and valuable introductions from people of influence.

**Duties and Responsibilities**

* Research fundraising opportunities and write grant applications to donors,
* Build relationships with donors or companies and make presentations,
* Manage information and record the profile and fundraising activity of donors on a database,
* Manage their own budget and ensure that targets are met,
* Account handling: ensuring donors or companies are happy with their grants and donations and are kept informed of progress and milestones,
* Devise and organise fundraising campaigns, events and door to door collections,
* Spot fundraising opportunities and raise awareness of the organisation’s work,
* Develop and write grant applications, project proposals and concept notes.

**Required qualifications:**

The candidate must have excellent communication skills, both verbal and written, must be good at researching and devising strategies and opportunistically taking advantage of donation possibilities. The candidate must be adept at people management, building long-term relationships with potential donors or volunteers and persuasively explaining their cause. The ability to hit fundraising targets are important, as are organisational and IT skills. An interest in, and commitment to the human rights, gender equality, inclusivity is essential.

* University degree in a related field;
* At least 2 years of experience in fundraising,
* Significant experience of securing income through a range of channels.
* Experience of working in a creative and innovative manner, identifying opportunities and applying sound strategic thinking in developing new or improved activity.
* Strong level of knowledge and insight into supporter care and the work needed to retain and empower a mass audience.
* Excellent oral and written skills in English.
* Excellent interpersonal skills, with a commitment to working cross-departmentally.
* Proven ability to motivate and support others to achieve successful outcomes.
* Strong time management and organisational skills with the ability to work on multiple tasks under pressure.
* Experience in the NGO field, with focus on human rights and gender equality.
* A commitment to the aims and values of Right Side Human Rights Defender NGO.

**Remuneration/Salary:**

Salary will be defined according to Right Side Human Rights Defender NGO salary grid depending on candidate's experience. Possibility of salary increase based on performance.

**Application Guidance Notes**

Please contact [rightsidengo@gmail.com](mailto:rightsidengo@gmail.com) for any questions or clarification on the information here.

We shortlist applicants for interview by matching the details given on the completed application form against both the role description and the person specification. We’ll be looking for clear evidence to show that your experience, skills and knowledge match those set out in the person specification and role description. We’re interested in all relevant experience, wherever you have gained it, as well as beyond paid employment, that may contribute to your ability to meet the requirements of the job. All parts of the role description and person specification should be addressed, as information not given or not made explicit on the application form cannot be taken into account in the shortlisting process.

Right Side Human Rights Defender NGO is an equal opportunities employer striving to avoid discrimination and increase representation and expertise from underrepresented groups on the team. Therefore, Right Side Human Rights Defender NGO encourages trans and/or queer; people with disabilities; people with a migration and minority background; sex workers; people living with HIV, to apply and mention their backgrounds and experiences in their application.

**PLEASE NOTE THAT CVs ARE NOT ACCEPTED, AND ANY INFORMATION GIVEN ON A CV WILL NOT BE CONSIDERED.**

Due to the high quality and number of applications we receive, we only contact shortlisted candidates. If you would like confirmation that you have not been successful, please contact us.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to attend interview, please contact [rightsidengo@gmail.com](mailto:rightsidengo@gmail.com) we will talk to you about how to help. Note that our offices are fully accessible.

Please ensure your application reaches us by the closing date stated on our website.

Thank you and all the best.