



# THE EGYPTIAN CENTER FOR WOMEN'S RIGHTS

## Terms of Reference for Fundraising & Marketing officer

<b>Job Title</b>	:	Fundraising & Marketing Officer
<b>Location</b>	:	Cairo, Egypt
<b>Duration</b>	:	1 year renewable
<b>Salary</b>	:	Starting from 6000 EGP
<b>Closing Date</b>	:	30 <sup>th</sup> June 2019

### **Purpose of the Role:**

The Egyptian Center for Women's Rights (ECWR) and The Gender and legal Expert House (GELEH) are recruiting an experienced and senior fundraiser to build and strengthen special relationships with potential donors who have the ability to support women's human rights and to develop a fundraising & development strategy in coordination with the ED and Chair, research and solicit new donors, maintaining relationships with current donors.

### **Organizational Background:**

The Egyptian Center for Women's Rights: ECWR is an independent non-governmental organization dedicated to improving women's status in Egypt and the Arab region. Founded in 1996, ECWR works with women and community organizations on activities designed to work on two levels: empowering the individual and strengthening civil society. Primarily concerned with improving women's legal and political status, ECWR operates a number of programs ranging from direct legal aid for needy women to trainings, election monitoring and advocacy. Full information about our programs and activities can be found at [www.ecwronline.org](http://www.ecwronline.org)

**The Gender and Legal Expert House:** GELEH is civil non-profit company established in 2015 with the aim of filling the gap of gender sensitive policy analysis.

The main objective of the expert house is to launch an inclusive platform for feminist discourse and activism in Egypt. The main distinctive aspect of this center is being a linkage between research and policy while integrating the experience of the practice.

### **Responsibilities:**

It is worth mentioning that ECWR uses unconventional tools including radio and TV shows to advocate and enhance women's rights. Thus, ECWR seeks a fundraising and marketing officer who has the ability to market ECWR's ideas and projects especially the TV show to the concerned bodies and build partnerships with the private sector.

- Meeting with donors and discussing with them ECWR's projects, ideas and plans for the future and asking for partnership
- Send proposals and strives to match up donors' interests with ecwr's priority projects.
- Track applications and follow-up
- Expand the database of donors so they receive news about ECWR all the time
- Search for new donors and contact them
- Highlight issues we want to make new projects on in the ecwr update newsletter
- Monitor and evaluate fundraising and submit evaluation to Chair

**Qualifications:**

- Experience at least 2 years (paid or voluntary) in fundraising work for gender equality, women's rights and/or sustainable development.
- Excellent written and verbal communications skills in English and Arabic
- Experience with nonprofit organizations, human rights and women's rights;
- Ability to work independently, meet deadlines and plan ahead;
- Outstanding research and editing skills;
- Demonstrated ability to write in a manner that is clear, accessible and engaging;
- Knowledge of issues related to gender and development and women's human rights on a global scale and particularly in the MENA region and Egypt, and strong gender analysis skills;
- Demonstrated creativity and critical thinking;
- Strong networking and outreach skills;
- University degree or related experience with a focus on women's rights

*Note: ECWR does not cover accommodation or travel expenses for non-residents in Egypt*

**Interested candidates should send CV and cover letter by email to [ecwr@ecwronline.org](mailto:ecwr@ecwronline.org) with the subject line, "Fundraising & Marketing Officer.**

**The deadline is June 30<sup>th</sup>, 2019**