



FFC was founded in 2007 by a group of Congolese women to assist Congolese women's organizations that were unable to obtain funding from other sources. The plan was to establish a proximity fund to bridge the funding gap between international donors and local women's initiatives.

FFC has awarded approximately 617 grants to grassroots organizations led by women and girls since 2010. FFC is currently active in 18 provinces, with the goal of eventually expanding to cover all 26 provinces.

As a Fundraising & Communication Officer, you will play a pivotal role in shaping our fundraising strategies and enhancing our communication efforts. This position offers a unique opportunity to contribute to our mission while developing your skills in a dynamic, supportive environment.

N° REFERENCE: 01/FFC-KN/24

Date: 26 January 2024

Title: Fundraising & Communication Officer

Deadline: 26 March 2024

Level: 6

Department: Fundraising & Communication

Contract Type: Part-time

Location: Work Remotely (DRC and around the world)

Duration: 12 months renewable

Monthly Salary: 2600-3000USD (20 hours per week)

KEY RESPONSABILITIES:

The Resource Mobilization and Communication Officer will be responsible for the following duties:

1. **Fundraising:**
 - Identify and research potential donors, sponsors, and grant opportunities.
 - Develop and maintain strong relationships with existing and potential donors.
 - Create and implement fundraising campaigns, both online and offline.
 - Write grant proposals and applications for funding opportunities.
 - Organize and participate in fundraising events and activities.
 - Monitor and report on fundraising progress and financial goals.
2. **Communication and Outreach:**
 - Develop and execute a comprehensive communication strategy.
 - Create compelling content, including articles, press releases, and visual materials.
 - Coordinate public relations and media outreach efforts.
 - Engage with our community and supporters through various channels.
 - Monitor and analyze communication metrics to assess effectiveness.
3. **Donor Stewardship:**
 - Ensure proper acknowledgment and recognition of donors and supporters.
 - Keep donors informed about the impact of their contributions.
 - Organize donor appreciation events and initiatives.



QUALIFICATIONS AND EXPERIENCE:

Essentials

- At least 3 to 4 years of demonstrated experience in grant writing, fundraising and individual donation strategies, with a proven track record in securing funds from various sources.
- Experience in results-based project proposal drafting;
- Passion for human rights, particularly women's and girls' rights, as well as a gender-based perspective;
- Capability to work in a multicultural and fast-paced workplace;
- Excellent communication abilities, including the capacity to communicate effectively in English and French;
- Effective relationship-building and persuasion abilities;
- Be conscientious and efficient in fulfilling obligations, meeting deadlines, and achieving results;
- Be independent and determined to achieve the fundraising objectives;
- Organized and detail-oriented;
- Ability to create powerful, compelling donor communications and convey complex messages.

Desirable

- Adhere to FFC's mission, vision, and values;
- Be receptive to diversity and capable of working in a multicultural environment;
- Willingness to reside or spend significant time traveling in the DRC
- Be independent and capable of producing a high-quality product;
- Excellent report drafting and analysis;
- Organizational skills and teamwork;
- Knowledge of and ties to African diaspora communities are given significant weight.

EDUCATION:

- Bachelor's degree in Communications, Marketing, Public Relations, or a related field. A Master's degree is a plus.

LANGUAGES:

English and French are official languages. English proficiency is required for this position. French is desirable.

REQUESTS FROM CANDIDATES:

- A motivation letter addressed to FFC's director;
- A French curriculum vitae with at least two references;
- A copy of your academic titles;
- A copy of your ID.

NB: Special consideration is given to female applicants who satisfy the qualifications.

Send your resume to the following email: recrutement@ffcdc.org and contact@ffcdc.org.

Following submission, applicants can expect to receive a response within two weeks regarding the next steps.

Deadline: Tuesday, March 26, 2024

Kinshasa, 26 January 2024

Administration, Finance and Human resource department

