



Ionian Environment Foundation

Communications and Fundraising Coordinator – Job Description

The Ionian Environment Foundation (IEF) was established by friends of the Ionian Islands in 2019 to support and nurture environmental initiatives dedicated to protecting and restoring the outstanding natural beauty of these islands and the seas around them.

Location: Home/remote working, Ionian region based, frequent travel to the region required

Hours: Full-time, all-year round, flexible working as standard

Wages: €22,000-25,000 per annum subject to level of skill and experience

The IEF raises money from individuals and businesses that love and rely on the Ionian, its islands, coastline, and sea, and provides financial support to the most effective local projects and campaigns working to protect and restore the natural environment of the area. We are a member of the Conservation Collective, a global network of local environmental charities.

In our first five years we have seen that tangible local action can unlock solutions to share global challenges, and that this is best achieved by empowering communities to protect their own local environment through a 'bottom-up' approach.

As we grow and become a locally registered Greek charity, we are recruiting a Communication and Fundraising Coordinator, to help scale-up our impact. The successful candidate will be a self-motivated, confident and organized individual with a passion for the environment. They'll need to be able to work well in a small team, primarily remotely, with occasional local travel. There is potential for the role to grow as the charity expands.

Working closely with the Executive Director, key activities for the role will include:

- Oversight of all aspects of the grant-making lifecycle
- Supporting fundraising efforts of the foundation
- Managing our communications (website, email newsletter, social media)
- Ensuring good organisational governance

The right person for this job will:

- Have excellent organisational skills with strong attention to detail
- Be a strong communicator
- Be self-motivated and able to work well remotely.
- Be comfortable representing IEF at meetings and events.
- Be able to use (or learning to use) MS Office suite, Canva, WordPress, Mailchimp, Salesforce, and social media.
- Prior experience in the non-profit / civil society sector will be considered an advantage.

**Requirements:**

- Based full-time in the Ionian region and willing to travel
- Good understanding of the key local stakeholders
- Fluent in Greek and English.

Benefits:

- Flexible holiday allowance.
- Training and professional development opportunities.
- Prospect of career development within the role.
- Protecting the natural environment of the Ionian!

Apply by September 23rd 2024 by sending a CV and cover letter (both documents in English and Greek) to simon@ionianenvironment.org



Detailed Requirements:

Governance & administration:

- Help coordination of Steering Committee meetings in line with the IEF Granting Schedule (agendas, dates, minutes etc.)
- Help coordination of Advisory Council meetings in line with the IEF Granting Schedule (agendas, dates, minutes etc.)
- Working in partnership with the CC to gather supporting grant and donor documentation for partnership reporting
- Use IT systems to input updates and administrative information.
- Arrange all aspects of fund administration: local budgets, financial reports, expenses claims, etc. With support from external auditors.

Communications:

- Aid in the drafting of newsletters (minimum 4x per year) on project implementation, main conservation challenges of the respective area and major IEF actions/achievements.
- Aid in the drafting regular English & Greek website updates & social content (text and images).
- Social media monitoring and engagement with partners.
- Assist in the creation of informational and promotional material.
- Local, national and international media relations and disseminating press releases
- Representing IEF at events and conferences.
- Support preparing annual reports for publication
- Comms for Erimitis
 - Will be in charge of developing a communications strategy for international media coverage for the Erimitis Campaign.

Grant Making:

- Gain understanding of Salesforce System for logging updates, reports and details linked to payment schedules;
- Attend introductory meetings with the grantees to establish a confident grasp of the grants.
- Initiate and maintain regular monitoring correspondence with the grantees
- Review interim report to deliverables in order to release payment instalments.
- Collate and summarise final grant reports to support ED and to use for communications for the Foundation.

Fundraising:

- Support with the management of our fundraising pipeline, using Salesforce to track opportunities, their status and other potential donors
- Understand the nature of all funding partnerships and support in establishing and creating partnership agreements;
- Attend introductory meetings with individual funders/partners/corporate liaisons following a confident grasp of the donor relationships;
- Assist in the organisation of the annual Albania Overboard and other fundraising events for existing and potential donors.