

## Director of Communications and Fundraising

**Location:** Copenhagen Headquarters, Hellerup. Travel within Denmark and Europe, to Mission East offices in Brussels and Berlin as required and potential occasional travel to Mission East's field office locations

**Hours/Contract Type** Full time (37hrs/week), Permanent. 4/5 time would be considered. Occasional work in evenings and weekends should be expected.

**Responsible to** Managing Director

Mission East is an international relief and development organisation working in crisis-affected countries in the former Soviet Union, the Middle East and Asia. We deliver emergency relief during disasters as well as long-term development assistance. We are based on Christian values. Mission East works to support vulnerable people and help local communities lift themselves out of poverty and marginalisation. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effect and sustainability of our programmes. More information on Mission East can be found at: <https://missioneast.org>

The role of Director of Communications & Fundraising is a critical role in Mission East's senior management structure, and will combine leadership of our private Fundraising, Supporter Engagement, Communications, Press and Brand activities. Via development and leadership of an audience-led marketing strategy which is in keeping with our Christian ethos and values and which showcases our work with dignity and integrity, the role will bring together Mission East's existing private fundraising and communications capabilities and align them to maximise private income and supporter engagement via an impactful, inspiring and engaging approach.

We're looking for a communications and fundraising professional, with a proven track record of fundraising and communication within the relief and development NGO sector. You will bring extensive experience in building and leading the delivery of an integrated communications & fundraising strategy. The ideal candidate will have a strong track record in delivering increased funding support and supporter engagement and of building relationships with stakeholders internally and externally, including experiences with public presentations and successfully engaging supporters with the aim to strengthen public foundation and fundraising.

Qualified to Masters level with a degree in a relevant field (or equivalent level of Marketing/Fundraising or Communications qualification), additional required skills include management of budgets, financial reporting and analysing data. As a key leader in our Copenhagen office, the ideal candidate will bring experience in the administrative tasks associated with the running of an office and a track record of successfully leading and managing staff, with a proven ability to develop and coach direct reports ensuring they are motivated and fulfil their potential.

We will be looking for excellent Danish and English communication skills, both written and verbal, with strong attention to detail and the ability to interpret and explain complex information in a creative and engaging way. As a strategic thinker, strong on analytical skills and with a flair for numbers and standards, including relevant Danish law provisions, you will also bring flexibility, dynamism, innovation and a constructive approach and readiness to embrace change.

If you are excited by Mission East as an organisation, have an understanding of what motivates supporters to give to Mission East's work and have a sympathy with Mission East's organisational Mission, Vision and Values, a full job description and selection criteria can be found at <https://missioneast.org/apply>

### Application procedure

- To apply for this position and to see a full job description and selection criteria please visit <https://missioneast.org/apply>, where you will be able to complete an application form.
- As well as completing the online form, please submit your letter of application in Danish, and CV in English.
- Candidates may be screened and potentially invited for first interview on a rolling basis during the advertisement period, however no selection decisions will be taken before the closing date for this position - 24th January 2020.