



## Development Coordinator at Swedwatch

Swedwatch is currently hiring a Development Coordinator to lead Swedwatch fundraising portfolio and is looking for a person who wants to join the organisation during an exciting phase. In this role you will lead the work on the organisation's fundraising efforts and reporting to donors.

This is a full-time position that will be based in our Stockholm office. International travel is expected as a regular job requirement.

### **Main tasks:**

- Responsible for leading the work on the organization's fundraising.
- Own and develop the fundraising strategy of the organization. This includes the strategic mapping of fundraising opportunities and possible donors, as well as ensuring compliance with existing ones.
- Responsible for leading the work on the organization's applications and reporting.
- Responsible for development and production of grant proposals, including from major donors and those for core funding, in Sweden and globally.
- Manage portfolio of donors; develop and maintain ongoing and pro-active relationships with major donors with support from the Director and Heads of Units. Network and maintain regular correspondence with donors.
- Prepare and present regular internal reports on progress towards fundraising goals.
- Follow up on all application submissions and gather feedback so as to continuously improve the effectiveness of fundraising operations.
- Manage final submissions, ensuring that all paperwork is fully compliant with application requirements and submitted in timely manner and according to the organization's policies.
- Ensure that internal processes and systems to support applications, monitoring and reporting are in place, which may include PMEL processes.
- Any other duties equal to the skills and responsibilities required for this role.<sup>2</sup>

### **Skills and qualifications:**

- Strong prospect identification and qualification skills.
- Applied understanding of basic fundraising principles and development best practices.
- Extensive experience in writing, editing and proofreading fundraising proposals, ranging from idea pitches to detailed applications.
- Strong interpersonal, verbal communication, and presentation skills.
- Experience with fundraising and with Sida
- Excellent written and spoken skills in English, Swedish is a plus.
- Ability to process, analyse and present top-quality information to varying stakeholders.
- Strong interpersonal communication skills
- Can work independently, work with high quality to deadlines and is able to prioritize.
- You have a bachelor's degree within a relevant area or equivalent work experience.



- Proven track record of meeting goals and securing funds.

### **Why work with us?**

At Swedwatch you get the opportunity to make a real difference for human rights and the environment and affect change for rights holders across the globe.

Employees are included in the collective bargaining agreement between Fremia and Unionen. We apply a 37,5-hour work week. We strive for diversity and welcome applicants regardless of gender, gender identity or expression, sexual orientation, age, ethnicity, religious belief, or disability.

### **Application**

Please send your application to [careers@swedwatch.org](mailto:careers@swedwatch.org) **no later than 27 September 2024**. Applicants are asked to submit a cover letter and CV using the subject line “[Last name, First name] – Development Coordinator”. Swedwatch applies individual salaries, applicants should therefore also include salary requirements in the application.

**Please note that candidate selection and interviews will be carried out on an ongoing basis** and that the position may be filled before the final deadline for applications. The start date is as soon as possible, as agreed by the parties and applicants are therefore encouraged to include their availability in the application.

For further enquiries, please contact Alice Blondel, Director by e-mail at [alice@swedwatch.org](mailto:alice@swedwatch.org).

To contact our union representative: Sofia Käll, [sofia@swedwatch.org](mailto:sofia@swedwatch.org)

### **About Swedwatch**

*Swedwatch is an independent, non-profit research organisation striving to empower rights holders and to promote responsible business practices. Through research and dialogue, Swedwatch highlights the impacts on people and planet by unsustainable business operations and builds bridges between stakeholders in order to affect change.*