

Fundraising Assistant

General requirements

We seek interns and volunteers who are physically, mentally and emotionally fit and do not back down from a challenge. Working in the Amazon is not for the faint of heart. The weather is hot and humid, there are often many bugs and mosquitoes. River travel is not the most comfortable form of transportation, though it is the most common. You are expected to work hard, with a high level of autonomy and initiative. When staying in indigenous communities, there is no running water or flushing toilets. While you may not permanently live in a community, you might be there for lengths of time depending on your role. Flexibility and patience are also extremely important. Things happen at their own pace here in the Amazon, and patience is definitely a virtue.

That being said, the rewards of persevering and facing these challenges yield innumerable opportunities for growth and learning.

Overall Role

Location: Pucallpa, Peru / Worldwide.

This is an opportunity to play a crucial part in sustaining the work of Alianza Arkana. We rely on grants, donations, and innovative/grassroots fundraising strategies to keep going. The applicant will work alongside the Development Co-ordinator and project leaders in finding and writing grants for our projects, as well as generate creative fundraising strategies such as organizing events, create alliances with small businesses and other institutions, etc.

Fundraising is an essential part of sustaining Alianza Arkana and we want to encourage people to fundraise both during their time here and also from abroad. We have therefore considered this role separate to the other positions, and offer free accommodation here in Pucallpa. It is preferable to spend at least 3 months time working from our offices here in order to build relationships with the organization and project leaders, and gain a sensitive understanding and care for the valuable work that we do here. Afterwards, if needed, a fee per grant/event that can be negotiated.

Main Duties and Responsibilities

- Work alongside the Development Co-ordinator to build and maintain an excellent knowledge of Alianza Arkana and sensitive understanding of Shipibo culture.
- Be responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundations, non--profit organizations, and government agencies
- Be aware of organisational developments happening within Alianza Arkana and with our partners and creatively develop proposals to inspire grant makers.
- Build relationships with relevant funders ensuring all donors are canvassed in a relevant way, and provide support to project leaders in monitoring, evaluating and reporting as necessary. Keep up to date with project development and communicate progress to funding bodies.
- Participate and organize innovative fundraising events and strategies.
- Be involved in coordinating our donor recruitment initiatives, fundraising events, and corporate sponsorship alliances.
- Maintain/ keep up-to-date a bank of information that can be used for different grants.
- Maintain database for fundraising opportunities.

Qualifications and Skills

- Degree at Bachelor or Master level.
- Experience in successful grant applications.
- Experience in successful and creative fundraising strategies.
- Excellent English and/or Spanish writing skills. ^[L]_[SEP]
- Interest in Indigenous cultures, development issues and the Amazon.
- Self--motivated , highly reliable.
- Willingness to invest in our work and commit to a long term ^[L]_[SEP] partnership.

Details

Please read all of the text on the 'Get Involved' page of our website for specific details about this role.



How to Apply

Please send the following information to info@alianzaarkana.org with 'Get Involved' in the subject heading.

- Your curriculum vitae or resumé.
- A cover letter explaining in more detail your interest in partnering with Alianza Arkana.
- A completed Volunteer and Internship Questionnaire (see below).

Volunteer and Internship Questionnaire

Please respond to the questions below, keeping each of your responses within the limit of 150 words.

- Name:
- Age:
- Position you are applying for:
- When you would like to begin and for how long?
- What is your level of Spanish fluency?
- Describe what skills you possess that would be beneficial to our work.
- What experiences do you have working with diversity, and what have you learned based on these experiences?
- What experience do you have working with indigenous peoples, if any?
- What do you think the role of an NGO/Non-profit should be in working with indigenous peoples?
- How do you think creativity and the arts can be useful in work with indigenous peoples?
- What do you enjoy doing outside of work?
- Describe a peak experience when you thought life couldn't possibly get any better.
- How do you deal with conflict and discomfort?
- What would you like to learn from your time here?
- What do you need to unlearn?
- Describe something that you have learned or taught yourself outside of a traditional academic context.

We are happy you are interested in coming to the Peruvian Amazon to collaborate with Alianza Arkana!