



Asylos is looking for a Senior Fundraiser (part-time, 60% FTE)

We are looking for an ambitious Senior Fundraiser based in the UK or the Netherlands with an entrepreneurial attitude towards fundraising.

Asylos' vision is a world in which all asylum decisions are based on fair process and accurate information. We believe that decisions to grant or withhold asylum should be based on independent, factual, current and credible Country of Origin Information. We are an international network that ensures that such information is accessible to people seeking asylum and their counsel. Our nearly 100 volunteers and team of eight staff members and consultants collaborate primarily remotely to uncover information that is often hard to find and/or requires specific language skills or contextual regional knowledge.

We are a passionate and close-knit staff team that operates within a very supportive and flexible work environment. The Senior Fundraiser will be fully integrated in the team and regularly interact with all staff members and with our volunteers. The Senior Fundraiser will work closely with the Director, who built up and maintained our portfolio of donors. Since the end of 2020, when we first hired a fundraiser, fundraising responsibilities are shared between these two roles. The Senior Fundraiser can engage volunteers and possibly interns for support if the person so desires.

For more information about Asylos' finances and fundraising, we encourage prospective applicants to read through our [Financials page](#).

The main responsibilities of the Senior Fundraiser role are:

- Fundraising and grant reporting: 60%
- Monitoring and evaluation of Asylos' Programmes: 20%
- General administrative tasks such as maintaining donor database, updating fundraising plans and monthly bookkeeping: 20%

This is a part-time (60% FTE) paid position, ideally starting on 1 January 2023 and lasting for two years initially (subject to renewal). Working hours can be spread flexibly across the working week as agreed between the employee and Asylos. The location of work is primarily remote, with a practice of at least one day/week of work in the Amsterdam office if the employee is based in the Netherlands.

The position will be remunerated at 41,499 EUR gross annually pro rata if based in the Netherlands (including holiday allowance) or GBP 36,448 gross annually pro rata if based in the UK. The full-time equivalent of working hours per week is 38 and an entitlement to a full-time equivalent of 26 days of annual leave per year plus bank holidays applies. Asylos will contribute an amount equal to 6 percent of the Employee's eligible salary to a pension scheme each month.

Whilst we anticipate and prefer that this would be a role for an employee, we are open to discussing the possibility of a candidate carrying out this role on a consultancy basis on appropriate terms within the

framework of available funds and based on how the candidate would propose to provide the services.

Your tasks:

- Manage and develop Asylos' portfolio of trusts, foundations and corporate donors
- Develop and implement new ways to generate income for Asylos
- Independently produce grant applications and deliver pitches to prospective donors
- Manage donor relationships and deliver grant reporting in a timely manner
- Monitor and evaluate fundraising results, spotting trends and adapting methods as required
- Assemble qualitative and quantitative data about Asylos in line with an existing evaluation framework
- Create statistics, infographics and case studies to communicate our work to external audiences and internally to our volunteers and the Board
- Conduct monthly bookkeeping
- Engage in any other tasks, including administrative, as required and in consultation with the Director

We need you to:

- Have a minimum of three years proven professional experience of independently managing a portfolio of trust and foundations, including prospecting, stewardship, and reporting on income. Unpaid and community-based fundraising experience will also be considered under this requirement.
- Bring a passion for human rights, and ideally have an understanding of UK and international immigration and asylum law and policy
- Take a creative and a proactive attitude to fundraising
- Be resilient, particularly when faced with setbacks
- Bring organisational skills including demonstrable experience of:
 - Working effectively independently
 - Be comfortable working in a small team environment and with remote team work
 - Managing deadlines; and
 - Delivering under time pressure
- Bring communication skills including:
 - A passion for creating persuasive and compelling content
 - Ability to communicate complex ideas and impact to a variety of audiences
 - Excellent command of English. Knowledge of Dutch, French and/or German is an asset
 - Working with excellent accuracy and strong attention to detail
 - Being a confident and effective communicator
- Strong analytical and numerical skills including:
 - Have a high degree of numerical literacy, ability to understand and on occasion update organisational and project budgets and to conduct monthly bookkeeping, working across multiple grant periods and currencies
 - Excellent attention to detail
 - The ability to analyse and clearly articulate data
- Have a commitment to [Asylos' mission](#)
- Have the right to reside and work in the UK or Netherlands [Note: Asylos is unfortunately not in a position to sponsor people for work visas]

Further strong assets are:

- Experience in monitoring and evaluation and/or data analysis
- Academic qualification and/or practical experience in human rights and/or migration
- Experience of working for a small non-profit or charitable organisation
- Having lived experience of the asylum process

What we offer:

- Access to on the job training and development
- Flexible working possibilities (home/office)
- Access to a global network of nearly 100 enthusiastic and committed volunteers
- Close working relations with the Director
- Engaging and supportive Board of trustees
- Time Off In Lieu (TOIL) practice
- A pension scheme where employee and employer each contribute an amount equal to 6 percent of the employee's eligible salary each month

People with lived experience of the asylum system or from communities disproportionately impacted by the immigration system and/or structural racism are particularly encouraged to apply.

Application process and timeframe

Please complete [this online form](#) including uploading your CV. The application deadline is **13th November 2022 (at midnight CEST)**. If you would like to have an informal chat about the role or have any questions about this job, you can email us on recruitment@asylos.eu with the subject line 'Senior Fundraiser' before 10th November.

Shortlisted applicants will be notified in the week commencing 17th November 2022. Interviews are tentatively scheduled for the week commencing on 21st November 2022. If shortlisted, we will send you interview topics in advance. We will also ask you to prepare a short written exercise after the interview.

Successful applicants should be prepared to submit the contact details of up to two references upon request.

Please note: If you do not receive a response from us, you can assume that you were not shortlisted for an interview. Unfortunately, we will not be able to provide individualised feedback to candidates who were not shortlisted for an interview.