



**Karen Human Rights Group**

Documenting the voices of villagers in rural Burma

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## **Job Vacancy Announcement Fundraising Capacity-Building Volunteer**

The Karen Human Rights Group (KHRG) is a small grassroots organisation working since 1992 with Karen villagers in Burma to strengthen their claims on human rights, document their human rights situation and conduct international advocacy. More information about us and our work is available online at [www.khrg.org](http://www.khrg.org). KHRG currently has a need for a fundraising capacity-building volunteer. This volunteer will help to take the current funding work strain off of other staff members to free-up these staff members' time for report-writing and other activities, while simultaneously training our local Karen staff to develop their skills for fundraising, particularly the writing of funding proposals and reports and budget management, but also skills for face-to-face meetings with donors.

This position would originally involve a lot of direct fundraising work in order to meet the most immediate deadlines for reports and proposals in order to maintain good relationships with our existing funders, as well as to seek longer-term funding and larger grants from new funders to ensure better funding stability and a reduced administrative burden for KHRG in the future. As training progresses, more emphasis would be put on handing over funding responsibilities to the Karen staff and supporting them in their work. The volunteer will be given initial support and induction into the work of KHRG, our positions, funding requirements and formatting style from the KHRG Capacity Building Coordinator and other staff. The duration of this position is a minimum of three months. As this is a volunteer position, no salary or stipend is provided. Those with their own means of support are encouraged to apply.

### **Main responsibilities involve the following tasks:**

1. Completing funding reports and proposals in order to maintain good relationships with our existing funders.
2. Seeking longer-term funding and larger grants from new funders to ensure better funding stability and a reduced administrative burden for KHRG in the future.
3. Handing over funding responsibilities to the Karen staff and supporting them in their work through training in, and the establishment of a procedure for, monitoring of funds.

### **Knowledge and Experience**

1. Previous fundraising experience and a good knowledge of budgeting, funds management and accounting (preferably with knowledge of the accounting software QuickBooks).
2. Experience with one-on-one coaching and mentoring.
3. Training or capacity-building experience with local staff in a developing country context is desirable.

### **Skills**

1. Good oral and written skills in English along with good interpersonal and communication skills.
2. Self-motivated, creative, well-organised, able to function under pressure and work closely with local staff in a one-on-one supportive role.
3. Ability to meet deadlines and respond promptly as necessary.

4. Culturally sensitive, patient and able to adapt to a cross-cultural work environment with a consensus decision-making policy.
5. Good knowledge of relevant computer applications, such as Microsoft Office (MS Word, Excel), internet, email etc. Knowledge of Quick Books or other accounting software an advantage.
6. Fluency in spoken and written Karen language or Burmese is a strong advantage but not a requirement.

**To Apply**

There is no formal closing date for the position, but we hope to fill it as soon as possible. Applications for the position should include a cover letter stating why the applicant is interested in the position, and a detailed CV with references. Referees will not be contacted without notifying the applicant in advance. Please send CV and cover letter to [applications@khrq.org](mailto:applications@khrq.org).