



Cartwheel Foundation, Inc. is a non-stock, non-profit organization that seeks to empower Indigenous Peoples' (IP) communities by harnessing self-sustaining capacities through culturally relevant education.

JOB DESCRIPTION

Job title	Resource Development Associate
Organization	Cartwheel Foundation, Inc. (CFI)
Location	218 Unit F Malinao Street, Brgy. Highway Hills, 1550 Quezon City
Contract	Project-based engagement (September 2018-February 2019)
Job description	The Resource Development Associate (RDA) shall play a key role in the continuing development and implementation of the Foundation's resource mobilization strategy, with particular focus on diversifying its resource base in support of programs and services for Indigenous Peoples' communities.
Directly reports to	Executive Director; Board of Trustees' Finance Committee
Coordinates with	Program Officers, Administrative Officer, Communication and Advocacy Officer, funding partners, donors, volunteers and other key stakeholders
Primary tasks and responsibilities	<ul style="list-style-type: none"> a) Develop and implement fund campaigns and resource mobilization activities with the CFI Team, based on agreed strategies and targets; b) Engage in prospect research of potential donors and funding partners; c) Attract and build relationships with new and existing donors and funding partners, to secure increased and/or long-term funding; d) Manage a mixed portfolio of donors and funding partners, ensuring the efficient collection of funds, the timely submission of reports, and the fulfillment of the terms and conditions of donations and grants; e) Maintain and update a database of fundraising contacts; and the f) Perform any other duties that may be assigned by the Executive Director from time-to-time.
Job specifications and related competencies	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sound foundation in fund raising; experience in crowdfunding, an advantage <input checked="" type="checkbox"/> Strong communication and presentation skills, both written and oral <input checked="" type="checkbox"/> Strong networking and relationship-building skills <input checked="" type="checkbox"/> Ability to collaborate and work as a member of a team <input checked="" type="checkbox"/> Ability to work independently and systematically, with minimal supervision <input checked="" type="checkbox"/> Experience in working with Indigenous Peoples (IP), an advantage

Application Process

Please submit a *Letter of Intent* and *Curriculum Vitae* to joinus@cartwheelfoundation.org with the subject line "Application: Resource Development Associate" by August 8, 2018. Submissions and inquiries sent via social media will not be considered.