

World YWCA- Fundraising Senior Specialist (FRSS)

Terms of Reference for Contractor Mandate

The **Fundraising Senior Specialist (FRSS)** is responsible for coordinating, including tracking, prompting, and reporting on the execution of World YWCA fundraising plans. The FRSS will play a key role in systemising and coordinating a system for the “science” of fundraising (research, prospect management, data management, contact tracking) and also coordinating the completion of written documents (introductory or follow-up emails or letters, letters of intent, proposals, one-pagers, etc.) The FRSS will work closely with internal World YWCA teams and sometimes with strategic partner individuals or organisations to pursue funding opportunities.

This role will be new to the World YWCA in 2025 and is anticipated to be transitional. It will establish key relationships internally and externally, build out internal fundraising systems, and establish a rhythm(s) of work, all foundational goals. Completion of tactics to pursue funding will occur concurrently.

This position is ideal for someone curious, enthusiastic about the World YWCA mission, efficient, and experienced in collaboration. They also like to take the best of others and orchestrate many parts to conclude an opportunity, application, description, etc.

About World YWCA

The World YWCA aims to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world’s oldest women’s movement. With member associations across continents, it works to fulfil human rights and make gender equality a reality.

The World YWCA is a learning organisation with recognised mentorship across generations, where 50% of the World Board members are aged 30 and under. The World YWCA aims to develop women and girls’ leadership and collective power worldwide to achieve justice, peace, health, human dignity, freedom, and a sustainable environment for all people.

The World YWCA mobilises and connects millions of young women around transformational change and provides leadership opportunities worldwide. It also actively influences policies, regulations, and social and community norms that prevent women from realising their rights and leadership potential. The World YWCA has three strategic priorities:

- Management and governance excellence towards Goal 2035
- Strategic partnerships and communication towards Goal 2035
- Engagement and mobilisation of girls, young women, and women towards Goal 2035

Duties and Responsibilities:

- Coordinate fundraising strategies, including grants, corporate sponsorships, individual donor campaigns, research, regular communication, etc., with support from the World YWCA Executive Assistant to the CEO/General Secretary, Administration Team, under the direction of the CEO/General Secretary and Executive Leadership, and with guidance from and collaboration with the Senior Team.
- Research established and new funding opportunities, including grants, philanthropic partnerships, etc.
- With the CEO/General Secretary, Executive Leadership, and Senior Team, complete a primary and then, after consultation, a secondary “go or no go” written evaluation, including iterative conversation(s).
- Prepare compelling grant proposals, fundraising concepts, presentations, and more for fundraising.
- Maintain donor databases, track contributions, and ensure accurate donor records with the World YWCA Executive Assistant to the CEO/General Secretary.
- Utilize spreadsheets and CRM system(s) to efficiently manage donor relationships and fundraising data.
- Collaborate with the marketing and communications team to create fundraising materials.
- Manage a monthly and/or other regular cadence of internal reporting for the World YWCA.
- Provide regular reports on fundraising activities, progress, and impact to the secretariat, coordinating data



collection and collation and including a baseline analysis.

- Comply with ethical fundraising practices and regulatory guidelines.

Qualifications and Skills:

- Bachelor's degree in non-profit management, business, marketing, communications, or a related field.
- Minimum of three years of experience in fundraising, development, or nonprofit sector.
- Experience and/or fundraising knowledge that matches the position's role.
- Strong analytical, writing, and tactical prioritization skills.
- Sophistication in using spreadsheets and CRM systems to enhance efficiency and effectiveness.
- Enthusiasm for the World YWCA mission, the value of World YWCA signature tools, the logic behind World YWCA Goal 2035, and the unique characteristics of the YWCA global movement.
- A curious mindset with a strong desire to pursue logical and outcome-based tactics.
- Eagerness to work with others while maintaining autonomy in one's tasks, role, and purpose.
- Commitment to the human rights-based approach (HRBA), inclusive language, and culturally sensitive English, French, and Spanish communications.

Engagement Terms:

Location: Remote (with occasional travel).

Contract Type: Contractor mandate (12-month term, deliverables-based, renewable based on performance and funding).

Contractors must have the right to work remotely in their country of operations. The World YWCA is formally incorporated in Geneva, Switzerland.

Compensation Range: CHF 7500-9000 per month (inclusive of tax and dependent on location, and commensurate market).

Work Environment:

This mandate will be part of a global, remote team that works during various time zones. Teaming in the remote World YWCA environment requires engagement via email, a secondary texting software platform, an internal community social platform, and audio-visual platforms. This mandate may involve occasional travel. This role requires flexibility in balancing availability to deliver on the mandate. All team members are expected to make a constant effort to enhance their cross-cultural communication skills, their awareness to cross-cultural barriers and opportunities, and a conscientious approach to what it takes for a team to thrive in a remote, global, cross-cultural team setting.

This position may involve occasional travel for fundraising support purposes. Flexibility in work hours will be required at times.

How to Apply:

Interested candidates are invited to submit:

- A CV in English.
- A motivation letter (maximum two pages or in an efficient, creative format) highlighting how your skills and experience align with the role.
- Three references (contacted at the final recruitment stage).

Applications must be sent to hresources@worldywca.org by **March 16, 2025**, with "YWCA-FRSS/+Your Surname" in the subject line.