



PARTNERS RELIEF & DEVELOPMENT

Donor Information Coordinator

OVERVIEW

Reports to the Strategy & Donor Support Manager. Supports the National Directors, the Operations Management Team, Partners' staff, and donors. Supports the overall mission and objectives of the organization as well as applying a Christian mind and attitude in all aspects of the job.

JOB RESPONSIBILITIES

1. Provide data entry support to multiple departments within the organization.
2. Create and update various reports and proposals.
3. Edit reports for grammar, spelling and readability
4. Creating and editing funding proposals for general use by National Directors
5. Tailoring funding proposals to meet specific donor needs
6. Researching grants and recommending opportunities to apply
7. Producing grant and donor documentation
8. Supporting marketing team by gathering content for social media
9. Attend weekly Partners staff meetings, annual staff retreat, and any periodic staff gatherings.
10. Receive approval for any expenses needed.
11. Apply a Christian mind so that every aspect of the role is consistent with the Gospel.
12. Commit to living out the core values in line with Partners' mission and vision statements.

KEY ATTRIBUTES

The person filling this position is expected to speak, write, and read English fluently, have a servant's heart, be spiritually resilient, demonstrate patience, be a committed and mature Christian, have a flexible and team player attitude, and be willing to work within a Christian framework while being sensitive to various religious expressions across cultures and denominations.

NOTE:

The person filling this position is to be based in Chiang Mai or Mae Sot in Thailand. This is a full-time position. All short and long-term staff are expected to cover their own travel and living costs, as there is no stipend or salary available for this role.

FOR MORE INFORMATION PLEASE CONTACT GETINVOLVED@PARTNERS.NGO