

*Established in 1973, ICAE is the global network representing civil society in ALE. Our members are local, national and regional associations from Africa, Asia-Pacific, the Arab Regional, Europa, North and Latin America and the Caribbean. They represent millions of adult learners, trainers and facilitators as well as ALE providers. ICAE links their local engagement with global policy making and helps to contextualise the global education agenda to the national and local policies and practices.*

*Today, the organization is led by an executive committee that has members from all global regions and is managed by a small secretariat based in Serbia.*

## **Fundraiser at ICAE**

**Position:** Fundraiser for ICAE

**Contract Duration:** One-year contract (subject to review after six months)

**Honorary:** 20,000 euros (for the entire contract period)

### **Overview**

ICAE is seeking a fundraiser to support the organization in securing essential funding for its activities and projects. The objective is to raise at least 100,000 euros annually. This engagement is result-oriented, focusing on specific outcomes rather than a fixed number of hours. The consultant will collaborate closely with ICAE's Finance committee and the Secretary-General, playing a crucial role in strengthening ICAE's financial stability.

At the mid-point of the contract, ICAE and the consultant will conduct a joint review of the progress and results achieved to evaluate the continuation of the contract for the remaining period.

### **Primary Responsibilities:**

ICAE has developed an Action plan for restoring financing. The fundraiser's task will be to conduct fundraising based on this Action plan, as well as to perform other tasks that can help fulfilling the Action plan. The tasks will include, among other things:

- contacting relevant foundations and donors for clarification,
- writing project descriptions and grant applications,
- following up with donors.

The fundraiser and ICAE will agree on a roadmap for the fundraiser's activities. Working hours will be scheduled over the one-year period in agreement with ICAE. We expect that the fundraiser will be able to dedicate a reasonable part of their time in the first months of employment to get the engagement started.

The fundraiser will refer to ICAE's Financial committee represented by ICAE's treasurer.

**Qualifications:**

- Proven experience in fundraising for international organizations
- Strong understanding of developing and executing fundraising strategies
- Ability to work in a multicultural, international environment
- Familiarity with adult education at the international level
- Excellent command of written and spoken English (ICAE's working language)

**Candidate Profile:**

The ideal candidate is likely to come from ICAE's membership or its network of partners. The candidate may be affiliated with a regional or national organization and could fulfill this role in cooperation with their current employer.

**Application Process:**

Interested candidates should send a cover letter and CV to [secretariat@icae.global](mailto:secretariat@icae.global), using "Fundraiser" as the subject line. For more information, please contact ICAE's Secretary-General, Katarina Popović, at [sec.general@icae.global](mailto:sec.general@icae.global), or ICAE's treasurer, Per Paludan Hansen, at [pph@lof.dk](mailto:pph@lof.dk).

**Application Deadline:** 31 December 2024.