

HAGAR

The whole journey

Fundraising & Communications Coordinator

Hagar USA

Full – Time (Remote)

Role Description – Fundraising & Communications Coordinator, Hagar USA

HAGAR is an international organization, founded in 1994, dedicated to the recovery of women and children who have endured extreme abuses. We do whatever it takes to help survivors of slavery, human trafficking and abuse in Cambodia, Vietnam, Singapore and Myanmar, to heal and rebuild their lives. In Afghanistan, we provide humanitarian assistance for people who are displaced, vulnerable, or living in poverty.

We have 28 years of experience, providing humanitarian aid and working on the individual level to see communities free and healed from the trauma of slavery, trafficking, and abuse. Hagar USA is one of four international support offices raising funds and awareness to provide life-changing care to those in recovery.

OUR MISSION

Our mission is three-fold; to bring recovery for survivors of extreme human rights abuse and promote systemic change for our communities in Afghanistan, Cambodia and Vietnam, as well as **advocacy and awareness raising** of what is happening here in the USA in terms of human trafficking and slavery, and how Americans can respond.

THE WHOLE JOURNEY

We believe that with the right support and capabilities people can recover and take the lead in their own journey to wholeness.

JOB DESCRIPTION

The Fundraising and Communications Coordinator will be responsible for the continuing development and implementation of an effective donor care processes and communications in order to maximise fundraising opportunities and contribute towards the Hagar USA team fundraising targets.

SPECIFIC RESPONSIBILITIES:

Campaigns & Appeals

- Create and implement all elements and aspects of fundraising campaigns.
- Help to develop, establish and meet fundraising targets with written/online campaigns

Fund Development via Donor Care

- Create new donor relationships and build on existing relationships to walk with donors through their giving journey using Hagar USA's documented donor journey plan.

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- Work with assigned portfolio of individuals to cultivate and steward donors, increasing fundraising in a strategic manner.
- Phone calls, emails, written material, MailChimp campaigns, etc, to keep current and potential donors informed of work.

Communications

- Develop and maintain the overall tone and messaging of the organization
- Point person for Affinity Fundraising, for state registrations
- Point person for website updates and changes, including donation page

Other Duties

- Oversee CRM management of Salesforce database
- Manage general email inbox, and other duties based on experience/development plan.

Occasional national and international travel required.

KEY SKILLS AND ATTRIBUTES

- Bachelor's Degree in Marketing, Communications, English, Public Relations or Journalism
- Ability to lead website content management, and development of promotional communications and collateral materials
- Experience and proven success in Fundraising, Donor Care and Communications. (International Nonprofit experience preferred)
- Experience in content creation and communications, including Social Media and newsletters.
- Excellent communication and organizational skills.
- Proficient in Word, Excel, Powerpoint, and Microsoft office suite
- Have the ability to work well independently, and as part of a remote team.
- Be passionate about social justice issues.
- A highly organized self-starter.
- Confident public speaker (preferred)
- Be fully supportive of Hagar's Mission and Vision

Get ready to make a difference in an exciting and challenging context.

Position: Full-time

Location: remote, but North Carolina/East coast preferred

Organization: Hagar USA

Conditions: Must have right to work in the USA and hold a current full driver's licence

To apply send a cover letter and resume to Catherine Kirkendall at:

catherine.kirkendall@hagarusa.org

Website: <https://hagarusa.org>