



## Fundraising & Development Coordinator

*For consideration, please send a CV/resume and 2–3-page writing sample to [info@humanrightsresearch.org](mailto:info@humanrightsresearch.org).*

### Who We Are:

Human Rights Research Center (HRRC) is a nonprofit established start-up that brings a multidisciplinary approach to human rights and seeks to bridge the gap between academic research and the wider public. We **educate** through facts, **advocate** using our research findings, and take **action** to implement change.

HRRC is looking for a **volunteer** Fundraising & Development Coordinator to join the team. Given the nature of this role's work, this position can be completed remotely.

### Who You Are:

You are a champion for international human rights. You recognize the importance of funding HRRC's work and value development strategies. You are a strong independent worker and effective team player who enjoys collaborating with multiple stakeholders. You know how to foster relationships. You have excellent interpersonal, writing, and communications skills, in addition to a sharp attention to detail. You are organized and enjoy crafting narratives.

### What You'll Do:

- Assist HRRC's management team in developing fundraising plans and securing new donors.
- Conduct outreach to prospective donors and execute stewardship strategies.
- Partner with Event Coordinator(s) for scheduling and planning fundraising events.
- Develop and support social media and email fundraising campaigns, working in conjunction with HRRC's social media team.
- Exceptional candidates will have experience in grassroots fundraising, donor management, and event planning.

### Compensation and Commitment

This is a volunteer, virtual opportunity with the expectation of 2-4 hours of work per week. At least a six-month time commitment is required. Preference for candidates located in the United States.

*Human Rights Research Center (HRRC) is committed to equal opportunity and promotes equity and transparency as core values. HRRC practices inclusiveness in decision making through the use of consultation with employees throughout the organization. HRRC does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities, and identities are encouraged to apply.*