



## Fundraising & Development Coordinator Contributor

### Who We Are:

Human Rights Research Center (HRRC) is a newly established startup 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 Fundraising & Development Coordinator Contributor 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 thrive in fast paced environments while working on multiple projects at a time. You have excellent research, writing, and analytical skills, in addition to a sharp attention to detail. You are a strong communicator who provides constructive feedback to contribute to the team.

### What You'll Do:

- Draft and submit grant applications with supervision of HRRC's management team.
- Partner with HRRC's management and communications teams to conduct donor outreach and execute stewardship strategies.
- Develop and support social media and email fundraising campaigns.
- Help maintain data integrity of HRRC's constituent relationship management system.
- Assist with the implementation of a fundraising strategy, including working with other organizations and in conjunction with the HRRC communications team in expanding the number of social media followers.
- Exceptional candidates will have experience working in a nonprofit setting and using donor database management systems.

### Compensation

This is a volunteer, virtual opportunity. All positions are project-based.

*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.*

Human Rights Research Center (HRRC)

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