



## **Job Description**

### **Fundraiser Manager (bilingual English/Spanish)**

**Location:** Spain (remote)

**Hours:** Flexible (to be agreed)

**Remuneration:** 25-30k€ (negotiable)

**Ideal for:** professional with at least three years experience in the non profit and private sector

**About Us:** We are the national charity dedicated to improving the lives of older English speakers across Spain through volunteer-led information and support services.

We are seeking an action-oriented, results-driven fundraiser to join our tight-knit team. The ideal candidate will possess expert communication skills, a keen sense of initiative, and a commitment to our mission. This role offers a blend of strategic planning and hands-on implementation, perfect for a motivated professional looking to make a significant impact in a start-up environment.

### **Objective of this Role:**

To create and implement a fundraising strategy to meet present and future financial goals through

- Planning and executing fundraising initiatives
- Identifying and acting on new fundraising opportunities
- the promotion of Age in Spain's mission and work
- building and maintaining a network of dedicated donors and volunteers

### **Responsibilities:**

- **Develop and implement a fundraising strategy** aligned with current and future financial needs.
- **Manage and grow donor relationships** (both individual and corporate), ensuring long-term engagement and support.
- **Design and execute fundraising campaigns** using CRM systems and fundraising tools.
- **Track performance, donations, and trends** using data and reporting tools to inform strategy.
- **Represent the organisation externally**, clearly communicating our mission, impact, and values.
- Manage and Collaborate with volunteers and the wider team to deliver fundraising events and initiatives.
- Design and implement Age in Spain's **fundraising strategy**, aligned with organisational goals.
- Prepare annual **fundraising plans and income targets**, with regular reporting to the CEO.
- Research and identify **new income opportunities**, including individual giving, major donors, corporate sponsorships, grants, and legacy giving.
- Monitor KPIs and fundraising performance using **data-driven insights**.
- Carry out **donor prospecting** and qualification across sectors.
- Use fundraising platforms, analytics tools, and email marketing software.
- Produce regular **income and engagement reports** for internal planning and evaluation.
- Lead the planning and execution of **fundraising campaigns** (online and offline).
- Manage workload and priorities **independently**, taking full ownership of outcomes.
- Proactively identify gaps and propose solutions or innovations to improve performance.

## Experience

The ideal candidate will have demonstrable experience in

- fundraising and/or public relations
- managing volunteers
- Event management
- Experience working **remotely and independently**, delivering results without daily supervision.
- Comfortable with **both strategic planning and hands-on delivery** in an opportunity rich but resource limited organisation.

## Skills and Qualifications

- high level of proficiency in written and spoken English and Spanish (Catalan would be a plus)
- degree or diploma in communications, business, public relations, fundraising or equivalent experience
- Strong interpersonal and communication skills, with a donor-centric mindset.
- Strong knowledge of **CRM systems, fundraising tools, and analytics**.
- Confidence managing data, financial reports, and donor segmentation.
- Excellent **organisational and time management skills** — able to manage multiple priorities.
- Highly organised, self-motivated, and detail-oriented with the ability to **work autonomously and collaboratively**.

If you are passionate about making a difference and ready to take on a challenging and rewarding role, we would love to hear from you. Please submit your application, including a resume and cover letter, detailing your relevant experience and why you are the ideal candidate for this position.

Email link: [jobs@ageinspain.org](mailto:jobs@ageinspain.org)

Closing date:

**Apply now and help us make a difference at Age in Spain!**