Job Description

Fundraiser Manager (bilingual English/Spanish)

Location: Spain (remote)

Salary: €25,000–€30,000, with scope for discussion based on experience and alignment with the role

Hours: Flexible working, to be agreed at offer stage

Ideal for: professional with a proven successful track record as a lead fundraiser

About Us: We are the **national charity** dedicated to helping English speakers who live in Spain to thrive in later life through volunteer-led information and support services.

We are seeking a **results-driven fundraiser** to join our tight-knit team. This role is **perfect for a self starter** to make a significant impact on our organisation. This is a **challenging position** with a **degree of urgency** to ensure our continued success. It requires **management, operational and interpersonal skills** in order to build the organisation for the future. This role **reports into the CEO of Age in Spain,** and currently is a **stand-alone role that is supported by volunteers.**

Objective of this Role:

Raise funds to meet present and future financial goals through

- building a fundraising organisation
- planning and executing fundraising initiatives
- identifying and acting on new fundraising opportunities
- promoting Age in Spain's mission and work
- building and maintaining a network of dedicated donors and volunteers

Responsibilities:

- **Develop and write public grant proposals** for local, regional and national Spanish governmental departments
- **Manage and grow donor relationships** (both individual and corporate), ensuring long-term engagement and support.
- **Track performance, donations, and trends** using data and reporting tools to inform strategy.
- **Represent the organisation externally**, clearly communicating our mission, impact, and values
- Prepare annual **fundraising plans** to meet income targets with regular reporting to the CEO.
- Recruit and manage a fundraising team (initially of volunteers) to manage grant applications, donor management and campaign/events coordination.
- Research and identify **new income opportunities**, including grants, individual giving, major donors, corporate sponsorships, and legacy giving.
- Produce regular **income and engagement reports** for internal planning and evaluation.

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
- degree or diploma in communications, business, public relations, fundraising or equivalent experience
- Strong **interpersonal and communication skills**, with a donor-centric mindset.

- Strong experience in using **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**.

IMPORTANT: to apply please EMAIL your resume and covering statement to jobs@ageinspain.org detailing your relevant experience and why you are the ideal candidate for this position.

Closing date: 9 April 2026

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