



## Senior Fundraising Coordinator

### Do you see your potential?

Do you want to join a social enterprise with an ambitious social mission? Do you want to contribute to the development of a bold and innovative business model with high responsibility from day one? Do you want to do something revolutionary and impactful? Here at Wedu, we hire highly motivated, passionate individuals who are innovative and thoughtful in their approach to getting things done.

Founded in 2012, Wedu is a unique leadership development organization and social enterprise that aims to unlock the leadership potential of young women in Asia to become change-makers in their communities. We do this by providing lifelong leadership training, virtual mentorship and innovative financing options for higher education to inspiring individuals who are committed to changing the status quo in their communities – we call these young women ‘Rising Stars’. Today, we are already supporting hundreds of Rising Stars and aiming to work with 6,000 per year by 2022.

### Your role

As Wedu’s Senior Fundraising Coordinator, you will have the critical leadership role of supporting the fundraising activities of Wedu in order to fund key business activities in a sustainable and innovative way.

You will be responsible for identifying grant opportunities, designing winning strategies for each funder, writing proposals and managing the follow up activities, including reporting. You will further develop your expertise in building and managing a portfolio of relationships with medium and large funders.

This role offers a unique opportunity to shape the future of Wedu by expanding a community of supporters, allowing Wedu to reach thousands of Rising Stars in the years to come. In particular, your role will involve:

### Proposal Writing & Reporting

- Researching major funding opportunities with large-scale funders, with a particular focus on foundations, CSR programs and other corporate partnerships
- Preparing proposals and supporting documents in response to solicitations, with the technical support of the team
- Liaising with prospective funders on their specific requirements and following up, especially in cases with multi-step proposals and bids
- Maintaining and developing a grant pipeline, as well as tracking the growth of opportunities

- Preparing periodic reports in accordance with donor requirements, together with the implementing team and financial departments

### **Partner Acquisition and Relationship Management**

- Serving as main point of contact for the relationship with key funders, especially foundations and wealthy individuals
- Contributing to the relationship and representing the Wedu brand to ensure continuity in positive and growing relationships with donors
- Designing and implementing events aimed at nurturing connections in key fundraising markets and showcasing Wedu's work to generate donor interest and community

### **Be the change you want to see**

Wedu is a very entrepreneurial organization that is open to new ideas. If you have innovations to propose, make your case and say it out loud, conquer the team and you will have all the support required to implement your ideas. Leadership starts inside.

### **Do you have what it takes?**

- You have at least a Bachelor's degree in any field and at least 3-5 years of previous work experience that includes demonstrated, successful proposal writing
- You have a sense of how outstanding design and presentation quality looks and can manage the relationship with the designer to achieve beautiful output
- You have a perfect command of the English language and are passionate about high quality storytelling
- You have a basic knowledge of prerequisites and reporting requirements of major donors (e.g. UKAID, USAID, etc.)
- You have an obsessive attention to details and punctuality
- You master relationship-building from the beginning
- You can work autonomously on several projects with minimal supervision and are willing to go above and beyond in pursuit of our common mission
- You are passionate about getting the next generation of women leaders to finally reach fifty percent and cannot accept the current status quo
- ***Women and Thai nationals are particularly encouraged to apply; strong preference for applicants who are already residing in Thailand***

### **Organizational arrangements**

We expect from you a minimum commitment of 12 months with a four month trial period. This is a full-time position that is expected to start as soon as possible. While remote work is an option, we will give strong preference for those who are already based in Bangkok, Thailand (Wedu's head office). You will receive competitive pay based on your qualifications and Thai living standards, as well as private health insurance and work permit sponsorship, where applicable.

Wedu has flexible working arrangements and leave policy – you are expected to deliver what is required, and working hours are largely dependent upon your time management and productivity. This role may require odd working hours from time to time in order to successfully liaise with the global community. You will have access to the Wedu network of experts and advisers, who have extensive

experience in social entrepreneurship. We are committed to your success and personal growth and will be happy to provide all the exposure we can to help you develop the skills you care about.

**Apply Now!**

Interested candidates should complete the application form on our website at [Get Involved - Work With Us](#). If you are experiencing problems with the form, please email [talent@weduglobal.org](mailto:talent@weduglobal.org).

Applications are accepted and reviewed on a rolling basis, and qualified candidates will be contacted via email for at least 2-3 behavioral and situational interviews that will be conducted by a combination of Wedu's CEO, COO and the rest of the team. As part of the selection process, you will also have a chance to complete a short practical exercise to demonstrate your skills.

**Do you see the potential?**

