



# Myanmar Red Cross Society

HR-HQ VA No.060- Fundraising Assistant (Private Donor & Event)



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Fundraising Assistant (Private Donor & Event)

|                 |  |
|-----------------|--|
| No. of Post     | : 1 Post   |
| Report to       | : Fundraising Officer  |
| Department      | : Resource Mobilization Department   |
| Program/Project | : Strengthening Resource Mobilization Project  |
| Duty Station    | : NayPyiTaw/Yangon   |
| Grade           | : C-1  |
| Benefits        | : Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave |

**Application Period** : 10-May-2024 to 24-May-2024, 16:30

### Background of Department

The **Resource Mobilization Department** was formed since 2011 in the Society and along with developing policies and procedures in line with leadership guidance. Resources Mobilization department is society's ability to acquire resources and mobilize people towards accomplishing Society's goals. It works towards bringing money, supporters, attention of the media, alliances with those in power, and refining the organizational structure. It includes fundraising, income generation activities, donations in-kind and other partnerships to strengthen society capacity to better assist more vulnerable people.

### Purpose of the Position

Within the framework of the MRCS policies and procedures in accordance with the fundamental principles of the Red Cross Movement, **Fundraising Assistant (Private Donor & Event)** is responsible to support Fundraising Officer in fulfilling the annual plan of action that contribute to fulfil the funding of national society by organizing fundraising campaigns such as gala dinner, charity events,

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-IFRC/AuRC/Fundraising Assistant (Kit Shop & Marketing) for NayPyiTaw/Yangon/Resource Mobilization Department (10/5/2024)*



# Myanmar Red Cross Society

## HR-HQ VA No.060- Fundraising Assistant (Private Donor & Event)



promotion events etc. He/ She provides an assistance to the department and supervisors in administration, income generation and fundraising related technical advices to community-based projects program and branches and coordination with corporate partners, local and international companies in terms of Corporate Social Responsibility (CSR) within society's partnership framework and other relevant parties and individuals.

### Duties and Responsibilities

1. To assist in donation ceremonies.
2. To provide donation certificates and update donor list accordingly.
3. To contact to the shops which have donation boxes.
4. Update the donation boxes list and report to direct supervisor.
5. To support in promoting for more placement of donation boxes and QR code scanner.
6. To assist in the selling process of fundraising items.
7. To assist in the contacting process to the suppliers.
8. To report any problems encountered to direct supervisor immediately via any communication.
9. To assist in fundraising events and other activities.
10. To provide in other administrative support as needed.
11. To assist corporate social responsibilities program.
12. Perform any other related tasks assigned by the department.

### Skills, Competencies and Requirements

- **Must be University Graduated**
- **Applicants who do not meet the educational qualification will be considered based on work experience**
- Minimum 1-year experience in marketing, event organizing, business management or related public relations field
- Moderate Computer Skills (Excel, Word, PowerPoint)
- Excellent Interpersonal and Communication Skills
- Basic command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to work well in a team and dealt with stressful situation and ability to travel

**"Person with disability are encouraged to apply this post as they will be given equal opportunity"**

**"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"**

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCs-IFRC/AuRC/Fundraising Assistant (Kit Shop & Marketing) for NayPyiTaw/Yangon/Resource Mobilization Department (10/5/2024)*



## Myanmar Red Cross Society

HR-HQ VA No.060- Fundraising Assistant (Private Donor & Event)



- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Experience of working for the Red Cross/ Crescent is preferred

**\*\*Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

**Head Office:**

Myanmar Red Cross Society  
Razathingaha Road, Dekhinathiri,  
Nay Pyi Taw.

**Email:** [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm) (or)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

**Branch Office:**

Myanmar Red Cross Society  
No. 42, Red Cross Building, Strand Road,  
Botahtaung Township, Yangon. (or)

**Only short-listed candidates will be contacted for a personal interview.**

**"Person with disability are encouraged to apply this post as they will be given equal opportunity"**

**"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"**

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-IFRC/AuRC/Fundraising Assistant (Kit Shop & Marketing) for NayPyiTaw/Yangon/Resource Mobilization Department (10/5/2024)*