



Myanmar Red Cross Society

HR-HQ VA No. 057 – Fundraising Officer (Kit Shop & Marketing)



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 Officer (Kit Shop & Marketing)

No. of Post	: 1 Post
Report to	: Senior Fundraising Officer
Department	: Resource Mobilization Department
Program/Project	: Strengthening Resource Mobilization Project
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
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 : 2-May-2024 to 16-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 Officer (Kit Shop & Marketing)** is responsible for 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, promotion events etc. He/ She

"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 Officer (Kit Shop & Marketing) for NayPyiTaw/Yangon/Resource Mobilization Department (2/5/2024)



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provides administrative assistance, 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

Planning and Implementation

1. Assist in preparation of Monthly / Quarterly activities planning.
2. Maintain official records and documents according to MRCS regulations.
3. Support Resource Mobilization Department in all efforts to strength Resource Mobilization capacity.
4. Responsible for undertaking all administrative duties necessary for smooth implementation of fundraising activities.

Mobilization Capacity

5. Assist Senior Fundraising Officer in daily work of RM Dept.
6. Maintain and update database of suppliers, kit shop and coffee counter.
7. Support in advertising, promotion and related events.
8. Find opportunities for new clients and potential events, and corporate social responsibilities (CSR) program.
9. Manage Kit shop and coffee counter and supervise Fundraising Assistant (Kit Shop & Marketing).
10. Promote fundraising activities and create newly marketing idea for marketing.
11. Check the remaining stocks monthly and report it to Assistant Fundraising Manager.

Financial Management

12. Prepare Kit shop and coffee counter daily, monthly sales.
13. Assist in fundraising budget plan regularly.

Reporting

14. Prepare and Submit monthly, quarterly and yearly report to direct supervisor accordingly.

Coordination and Cooperation

15. Work in close collaboration with MRCS departments and units, internal and external stakeholders, in areas of resource mobilization and fundraising, and participate in related meetings accordingly.

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16. Ensure a respectful and collaborative relationship is maintained with MRCS, Red Cross Movement Partners, community members, etc.
17. Closely coordinate with the technical Officers from other departments and units for day to day management of the department.

General

18. Perform any other related tasks assigned by direct supervisor and the department.

Skills, Competencies and Requirements

- **Must be University graduated and completion of LCCI Level II**
- Diploma in Sales & Marketing are preferred
- Minimum 3 years working experience in fundraising, Sales & Marketing
- Strong interpersonal skill, communication skills, cooperation and coordination skills
- Excellent Sales & Marketing skills to promote the event and attract sponsorship
- Competent computer skills of Microsoft (Word, Excel and Power point)
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to work well in team, and, ability to travel anywhere at short notice
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red 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: mrcshrrcruitment@redcross.org.mm (or)

Branch Office:

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

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For more information and application, please visit to the www.redcross.org.mm

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

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