

ITS · Große Allee 5-9 · 34454 Bad Arolsen · Deutschland

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To establish and develop a fundraising department at the ITS, we are seeking to hire a

Fundraising Manager (m/f)

at the earliest possible date.

In close cooperation with the directorate, the PR team and the specialized departments, you will develop a fundraising policy for actively shaping our contact with sponsors and partners who assist the ITS in the accomplishment of its tasks and objectives and accompany specific projects in their role as supporters.

You can expect the following tasks:

- Developing a policy for actively shaping our contacts with sponsors and partners
- Identifying potentials for major contributions in the segments of private persons, companies and foundations as well as developing tailor-made offers for these target groups, including estate marketing measures
- Optimizing our website: user flow, donation procedure, editorial support
- Managing fundraising projects
- Performing public relations work, cultivating and intensifying contacts / networking / maintaining and developing relationships with existing donors
- Interfacing between the specialized departments
- Carrying out research and applying for subsidies
- Planning the budget and reporting at regular intervals

You offer us

- Completed university studies or vocational training with additional qualification in fundraising
- Several years of relevant experience in administering to challenging target groups, ideally including stays abroad
- Familiarity with acquisition strategies and techniques as well as experience in developing fundraising concepts
- Experience of project management: i.e. a high level of personal responsibility, reliability and an anticipatory and structured way of working
- Knowledge of tax law
- Excellent communication skills, a target-group-oriented writing style in German and English and a convincing manner

The International Tracing Service (ITS) is an archive and a center for documenting National Socialist persecution and the liberated survivors. The original documents of the ITS are part of UNESCO's "Memory of the World" program.

ITS Bad Arolsen
Human Resources
Große Allee 5-9
34454 Bad Arolsen

www.its-arolsen.org
personalstelle@its-arolsen.org





We offer you

responsible, demanding, varied work with broad scope for personal creativity and prospects in an international environment, as well as

- participation in a motivated team
- a company retirement plan
- a company health-management program
- compatibility of family and working life through flexible working hours
- Your tasks will not bind you to the ITS site in Bad Arolsen but allow you to work from home. However, your regular presence in Bad Arolsen should be a matter of course for you.



Remuneration

You will be remunerated according to the collective wage agreements for the staff of the stationing forces (TV AL II ^{*}), salary bracket C-7 or C-7a, depending on your qualifications.

If equally suited for the position, disabled candidates (m/f) will be given preference.

Application

If the above sounds like you and we have succeeded in arousing your interest, feel free to send your written application to the ITS either by e-mail at Personalstelle@its-arolsen.org or by post. The application deadline is **January 31, 2019**.

If you have any queries, do not hesitate to contact Ms. Floriane Azoulay, Director, floriane.azoulay@its-arolsen.org, or Mr. Steffen Baumheier, Deputy Director, steffen.baumheier@its-arolsen.org



^{*}) Please click for more information about the [TV AL II](#) collective wage agreements.