

# EURORDIS-Rare Diseases Europe

## Job vacancy – Corporate and Donor Relations Assistant

**Responsible to:** Corporate Relations Senior Manager

**Contract type:** Temporary, full-time

**Salary:** 28 000 – 32 000 euros per annum + one-month performance-based bonus

**Location:** EURORDIS Paris

**Start date:** August 2021 (to May 2022)

### About EURORDIS-Rare Diseases Europe

[EURORDIS](#) boasts a steady increase in corporate donations (x 2.5 over the last 10 years), reaching 2 Million € in 2020. Our total income is in excess of 6 Million €. Our organisation is committed to building our funding from a niche, diversified, balanced range of public and private funding, with a priority on increasing private funding and new revenue streams. These funds will be raised in Europe and at international levels. EURORDIS' projects and initiatives continue to be of high quality with growing needs for new funding. Their impactful deliverables are making a difference both short and long term for people living with a rare disease in Europe and beyond..



### Main scope of the position

The Corporate and Donor Relations Assistant (CDRA) will support and assist the Resource Development team members, especially the Corporate Relations Senior Manager (CRSM), to meet targets, complete grants and develop meaningful relationships with corporations in the health sector including pharmaceutical, biotech, diagnostic and digital.

The CDRA will report to the CRSM and work also with the Donor Relations Senior Manager, the Events team and the Resource Development Assistant.

Motivated to work at an NGO with enthusiasm towards EURORDIS' mission, the CDRA is searching for an international working environment and work within a highly motivated team which maintains a quality, ethical and transparent approach based on best professional practices and aiming at highest standards

### Key tasks & responsibilities

- Assisting in a variety of administrative tasks related to Corporate Relations Senior Manager's needs for meetings, writing propositions, reporting and data entry into fundraising database
- Assisting Corporate Relations Senior Manager throughout the relationship with our corporate donors (drafting emails, preparing documents, scheduling communication and meetings)

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- Writing and adapting communication materials and mailings targeted specifically to donors (corporate or new) based on milestones, events and press releases disseminated from EURORDIS and our partner organisation Rare Diseases International
- Building input in the donor database and producing reports for management
- Managing mailing lists, including prospects lists and needs from the Corporate Relations and Donor Relations Senior Managers
- Assisting in the preparation and scheduling of prospect and partner meetings for both managers in resource development
- Providing technical support in the hosting of webinars with companies in attendance.
- Internal and external meeting reports
- Supporting the Resource Development team with reports in Powerpoint for management, and presentations for meetings with companies and potential foundations partners
- Performing basic online research to monitor companies developing promising treatments based on orphan designation and marketing authorisation in the US and EU through reviewing industry-specific online news and internal bulletins
- Performing online research on prospects including their product portfolio and pipeline, partnerships and their financial or strategic evolution, and coordinating prospect record management and prospect cultivation with CRSM and key internal staff .
- Shared responsibility with the Resource Development Assistant for maintaining the contact database
- Depending on new revenue potential income, assisting the Donor Relations Senior Manager with propositions and data entry
- Any other tasks falling within the scope of the position

## Experience & skills

- Minimum Bachelor's degree with a preference for a business degree (medical background or education is a plus)
- No previous experience required. Internships in development or volunteer experience at an NGO appreciated.
- Excellent written and verbal skills in English are essential.
- Good level in another European language desirable.
- Multi-tasker; able to work under pressure; capacity to handle day-to-day management; good organisational skills.
- Personal and professional integrity
- Excellent writer with talent in engaging readers, donors and potential donors
- International environment experience appreciated. Enthusiastic and flexible team player.
- Proficiency in Microsoft office, especially Powerpoint and Excel and an interest and/or ability to work with fundraising database software

## To apply

Please send your CV and cover letter in **English** to [adsg-663576@cvmil.com](mailto:adsg-663576@cvmil.com)

**Deadline for applications: 15 July 2021**

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