

EURORDIS-Rare Diseases Europe

Job vacancy – Corporate and Donor Relations Assistant

Responsible to: Corporate Relations Director

Contract type: 11 months temporary, maternity leave cover

Salary: €30,000 – 34,000 gross per annum

Location: EURORDIS Paris

Duration: 23 October 2023 to 13 September 2024

About EURORDIS fundraising

EURORDIS-Rare Diseases Europe boasts a steady increase in corporate donations (x 2.5 over the last 10 years), with a financial target in excess of 2 million €. Our total income is in excess of 7 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 Director (CRD), to meet targets, and to contribute to the fundraising process and the development of meaningful relationships with corporations in the health sector including pharmaceutical, biotech, diagnostic and digital.

The CDRA will report to the CRD and work also with the Philanthropy and Partnerships Director (PPD), whilst liaising with the Resource Development Assistant, the Finance, Events and Communication team.

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.

The position is recruited for EURORDIS' Paris Office.

Key tasks & responsibilities

Corporate relationships and fundraising

Assist the CRD in the management of existing and prospective relationships, including:

- Managing CRD's diary with calls and meetings set up (both external and internal), record keeping on the CRM database and drafting follow up emails.
- Preparing draft fundraising requests and communication materials targeting our corporate donor base.

Job announcement last updated: 9 August 2023

- Researching corporate prospects as well as keeping a well-organised prospect list.
- Coordinating the set up and technical hosting of webinars.

Reporting and financial data management

Ensure systematic and accurate data entry to:

- Document fundraising progress on the CRM database.
- Contribute to regular reporting needs from the Resource Development and Finance team, including end-of-year reporting and funding disclosure.
- Share responsibility with the Resource Development Assistant to maintain updated CRM and distribution lists.

Events and communication

Support the coordination of corporate engagement in events throughout the year, which includes:

- Working on the registration process and follow up communications with participants on logistics and recognition.
- Liaising closely with EURORDIS events and communication teams where appropriate.

Monitoring healthcare sector news

Regularly monitor news and trends in the healthcare sector to inform the Resource Development team on companies' advances in research and development, partnerships and financial or strategic evolution.

Any other tasks falling within the scope of the position, as requested by the CRD and the PPD.

Experience & skills

- Minimum Bachelor's degree with a preference for a business degree (medical background or education is a plus)
- Office experience required. Fundraising experience desirable.
- Internships in development or volunteer experience at an NGO appreciated.
- Multi-tasker; able to work under pressure; capacity to handle day-to-day management; good organisational skills.
- Familiar with CRM/fundraising databases and ability to work with a range of software supporting internal communication processes.
- 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 Excel.
- Native-level fluency in English with excellent written and oral communication skills is a must.
- Good level in another European language desirable.

To apply

Please send your CV and cover letter in English to drsm@eurordis.org

Deadline for applications: 15 September 2023 (but we reserve the right to close applications earlier or extend longer if required)

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