

**Development Officer (Berlin, Germany, 37.5 Hours/Week)**

Skateistan is excited to announce that we are looking for a Development Officer to join our headquarters office in Berlin. The role supports our highly motivated Development Team in fundraising for Skateistan's award-winning programs, empowering children and youth through skateboarding and education in Afghanistan, Cambodia and South Africa.

The Development Officer will support the Development Team and Executive Director with fundraising and outreach efforts with existing and new donors, helping to implement a sustainable, long-term fundraising strategy that enables the organization to meet the needs of thousands of Skateistan students around the world. The successful candidate will have experience in raising unrestricted income from individuals including through monthly giving programs, high value donors and campaigns, as well as from corporate donors and foundations. A key part of the outreach focus will be identifying, arranging, and supporting fundraising trips and meetings for the Executive Director.

The initial contract will be for 12 months with possibility of renewal. Travel to Skateistan's schools in Afghanistan, Cambodia, and South Africa may be required, as well as to fundraising events throughout the year.

**Key responsibilities:**

- Research, cultivate and help maintain relationships with unrestricted income donors including corporations
- Support Executive Director and Development Director with VIP donor relations
- Research and implement new fundraising opportunities, trends and best practice related to online fundraising (including new software and campaign models)
- Represent Skateistan at conferences and provide support to Executive Director for international fundraising trips including preparation for meetings and trip logistics
- Funding leads identification and proposal writing for corporate foundations and prizes
- Management of Development Volunteer
- Assist with the organization, implementation, and continual improvement of fundraising campaigns resulting in increased income year on year
- Respond to individual donor, event, and small business enquiries
- Updating and organizing individual donor database on Salesforce, and fundraising input and analysis in Xero
- Respond to donor issues related to online donation system on our website or other donation platforms
- Assist with donor recognition system for individual donors
- Coordinate with communication team to ensure individuals and events are recognized on social media when appropriate

**SKATEISTAN INTERNATIONAL**

Oppelner Straße 29  
10997 Berlin  
Germany

**CONTACT**

+49 (0)30 914 921 01  
info@skateistan.org  
www.skateistan.org

**BANK**

Commerzbank  
Potsdamer Straße 125  
10783 Berlin  
Germany

Account Name: Skateistan gGmbH  
IBAN: DE14 1004 0000 0138 0682 00  
BIC/SWIFT Code: COBADEFFXXX

- Assist in ensuring Skate Schools are up to date on donor commitments, the organizational strategy and achievements and events
- Ensure national project teams are prepared for donor visits

### Competencies required:

*Minimum professional and academic experience*

- Graduate of International Development, Marketing, Business Studies, Communications, or related degree program
- Experience working for a non-profit, especially in the sport for development or education sectors

### Skills

- Fundraising experience from donors including private sector donors, high value donors, philanthropists, celebrities, fundraising boards, and individuals including through recurring gifts, campaigns and events using donor journey approach
- Native-level English speaker
- “Can do” attitude towards every task and self-motivated
- Excellent time management and general organization
- Excellent written and verbal communication skills
- Very comfortable asking for money, including in-person and by telephone
- Proficient with a major fundraising database (ideally Salesforce)
- Very strong interpersonal and relationship-building skills
- Proficient in G Suite (Gmail, Calendar, Google Drive, Docs and Sheets)
- Recruiting and coordinating volunteers

### Desired experience and skills

- Knowledgeable about using social media and emerging digital tools for fundraising
- An existing network of relevant donors
- Strong networker and confident public speaker
- Project management experience
- Proficiency in other languages, especially German
- Passion for skateboarding or other action sports

Applicants should send their CV, cover letter, and writing sample to [jobs@skateistan.org](mailto:jobs@skateistan.org) by **September 21st**. Only shortlisted candidates will be contacted.

#### SKATEISTAN INTERNATIONAL

Oppelner Straße 29  
10997 Berlin  
Germany

#### CONTACT

+49 (0)30 914 921 01  
info@skateistan.org  
www.skateistan.org

#### BANK

Commerzbank  
Potsdamer Straße 125  
10783 Berlin  
Germany

Account Name: Skateistan gGmbH  
IBAN: DE14 1004 0000 0138 0682 00  
BIC/SWIFT Code: COBADEFFXXX