

## **We are seeking a Fundraising Officer to join our team**

Place/form of work: Liepāja, Peldu Street 5  
Form of work: In person/remote  
Job start time: June, 2023  
Employment relationship: For a fixed period of time  
Workload: Full time job  
Salary and workload: € 2000 gross (before tax)

### **Main responsibilities**

To attract different European and other financial resources for the implementation of Liepāja 2027 and Liepāja 400 projects, including participation in project planning and elaboration, writing applications to different financial donors, monitoring project implementation, monitoring the use of attracted resources, preparing, and submitting necessary reports.

### **Education required**

Academic degree or second-level higher professional education in finance, economics, management studies, law, or other social sciences, combined with the relevant professional knowledge required for the position.

### **Knowledge and skills required**

- awareness of the Liepāja as European Capital of Culture 2027 project;
- ability to navigate the latest information on the availability of European Union funds or other financial instruments for the implementation of Liepāja 2027 and Liepāja 400 projects;
- understanding of raising funds for cultural projects;
- experience in initiating, partnering, writing, implementing, reporting on international projects funded by various European Union funds or other financial instruments;
- expertise in cooperation, building and maintaining relationships with different partners, public, private or non-governmental, drafting and implementing projects benefiting from European Union funds or other financial instruments;
- ability to independently manage work processes, analyse information, make decisions, plan and organise the execution of work tasks, develop budgets for project implementation in cooperation with the team and monitor their implementation;
- ability to prioritise, plan and execute long-term and short-term project tasks;
- excellent communication and presentation skills;
- exceptional command of the Latvian language;
- very good command of the English language;
- preferred experience and knowledge of public procurement.

## **Background experience**

At least three years of professional experience in project initiation, development and implementation under European Union funds or other financial instruments.

## **Application deadline and procedure for applying**

Applicants may submit their application documents by 23:59 hrs on 22 May by sending an e-mail to [liepaja2027@liepaja.lv](mailto:liepaja2027@liepaja.lv).

## **Documents to be submitted:**

- Curriculum Vitae (CV);
- covering letter (maximum 2 pages), specifying the title of the job for which the person is applying;
- mention at least two persons and their contact details who could, if necessary, provide references for the applicant;
- any other documents the applicant considers necessary.

Processing of your personal data: in order to ensure the recruitment process and the exercise of the rights and obligations arising therefrom.