**VOLUNTEER OPPORTUNITY: PROJECT DEVELOPMENT AND FUNDRAISING Volunteer**

**Location:** Remote, Virtual

**Human Rights First Rwanda Association assist poor , disadvantaged and vulnerable groups through empowerment, human rights education and legal assistance initiatives**

We are seeking three self-motivated individual for fundraising for our projects at the Global giving website also identifying and delivering on opportunities to secure significant resources and funding from a variety of major national, regional and international donors and organizations. The other duties of the position are:

* Undertaking preliminary research for funding proposals; which may be specific to Human rights, governance, women and children rights, Hiv/Aids victims and people living with disabilities or for a particular donor;
* Developing and writing related proposals, for example to donors and global funding institutions;
* Promoting **Human Rights First Rwanda Association** and its work at the Global arena
* Identifying and researching suitable donors;
* Assisting with communications and marketing tasks, associated with fundraising, e.g. website, copy.

Requirements:

* Experience of adjusting written and verbal communication for specific target audiences;
* Ability to review, analyse and synthesise long and detailed documents and reports;
* Excellent written and communication skills;
* Strong computer skills, particularly digital presentations, Word documents and Excel calculations;
* Ability to work under pressure and meet regular tight deadlines;
* A flexible, methodical and conscientious approach to work;
* Ability to work both independently and as a team;
* Self motivated and passionate about the subject of Human Rights

Send you letter of Interest to;  rightsrwanda@gmail or hrfrorg@yahoo.com

**www.rightsrwanda.org**