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Carbon Market Watch is looking for a Communications & Fundraising Officer**

## Purpose of the position

## Carbon Market Watch is seeking a dynamic Communications & Fundraising Officer to support Carbon Market Watch’s advocacy campaigns and support fundraising efforts.

## Tasks and responsibilities

* Work closely with communications manager, plan and implement innovative and effective media strategies for campaigns;
* Draft press statements, information brochures, articles and other materials on relevant policy issues;
* Manage contacts to journalists in close cooperation with communications manager;
* Manage contents of two websites;
* Manage social media and draft relevant outreach materials;
* Ensure effective documentation of events and campaigns (through video, audio, print);
* Manage contact database and IT support;
* Coordinate and distribute annual reports;
* Identify funding opportunities and establish donor relationships;
* Coordinate and prepare grant applications;
* Support project management including reporting requirements;

## Professional and personal attributes, abilities, and experiences

## The ideal candidate should embody the following professional qualifications and personal attributes:

* A strong commitment to environmental protection and human development;
* Relevant university degree;
* 3 years relevant experience with communications in the non-profit or lobbying sector;
* Sound knowledge of European and International climate change policies, experience with carbon markets an asset;
* Imaginative, creative and accurate written and verbal communications skills in English, and experience of producing communications materials and resources;
* Ability to effectively communicate and adapt to different audiences (political, technical, media…), reach out to stakeholders, and present to groups with confidence;
* Analytical and critical thinking skills and proven experience of strategy development and project design;
* Campaigning experience desirable;
* Fluent spoken and written English essential. Other languages considered an advantage;
* Ability to work independently and flexibly across the team;
* Enthusiastic personality;
* International fundraising and resource mobilisation experience is a strong asset.

## Availability

## We are looking for a candidate available to join our team as soon as possible. We will offer an initial contract for one year. Contract extension is dependent on the forthcoming availability of funds.

## Applicants should send their CV, references and a strong cover letter by 8 April 2015, addressing the competencies required to [recruitment@carbonmarketwatch.org](mailto:recruitment@carbonmarketwatch.org). Please refer to the vacancy in the subject line of the application email. Only highly motivated and experienced candidates will be considered.

**Starting Date:**  as soon as filled

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