

Job Title: Partnership & Business Development Officer	Department: Partnership & business development
Reporting To: Co-Lead, Fundraising & Business Development	Job Type: Remote, part-time (8 hours a week) & Volunteer (unpaid)
Job Objective(s) Summary of the role As El Cami's primary growth lever for 2026, the Fundraiser will play a pivotal role in scaling our impact and ensuring our financial sustainability. In this strategic yet highly hands-on position, you will lead the charge in securing and stewarding funds from High-Net-Worth Individuals (HNWIs), major foundations, and recurrent donors. Unlike traditional institutional grant-writing roles, this position is deeply rooted in genuine relationship investment rather than formal procurement processes. Because we aim to activate and sustain this growth with limited infrastructure, we are looking for an entrepreneurial, proactive storyteller who can build and manage a funding pipeline from the ground up. You will identify key partners across the private sector and government organizations, cultivating meaningful connections and managing the full donor lifecycle, from initial outreach and CRM management to long-term stewardship. If you are a seasoned relationship builder with a strong professional network and the ability to operate autonomously	
Duties and Responsibilities Your Role: Strategic Leadership • Develop and implement a fundraising strategy aligned with organizational goals. • Conduct landscape mapping to identify high-potential aligned with El Cami's mission. Fundraising Operations • Lead the preparation of competitive grant proposals, concept notes, and LOIs. • Manage grant cycles, ensuring timely submission, reporting, and compliance. • Track foundation trends, priorities, and funding shifts to guide decision-making. Donor and Partner Relations • Cultivate strong relationships with program officers and institutional donors. • Secure multi-year funding and long-term partnerships • Manage stewardship processes, including updates, impact reports, communication, and site visits. • Represent El Cami in foundation convenings, webinars, and sector discussions. Team Collaboration • Work with other team members and teams to produce compelling narratives and donor opportunities. • Support cross-team learning and help strengthen internal grant-readiness capacities.	

Skills and Competencies

You Bring:

- High-level fundraising experience, including:
 - High-Net-Worth Individuals (HNWIs)
 - Major gifts
 - Donor engagement and stewardship
- Experience with NGOs and foundations, corporate volunteering programs and donor relations.
- General fundraising support and stakeholder engagement experience.
- Experience identifying and engaging 1-10 potential partners across:
 - Government organizations
 - Private sector organizations
 - CSR/corporate partners
- Strong professional network.
- Experience maintaining follow-up and engagement with donors, members, and stakeholders.
- Ability to coordinate donor/member acquisition and retention activities.
- Strong organizational and stakeholder management skills.
- Experience preparing:
 - Reports
 - Letters of intent (LOIs)
 - Initial outreach and communications
- Intermediate Spanish proficiency.

Why You will love it:

Work-Life Balance: Flexible working hours and supportive work environment.

Impactful Work: Opportunity to lead and shape fundraising efforts that drive meaningful social and environmental change.

Other Qualifying Criteria

- Excellent communication skills.
- Strong storytelling and relationship-building abilities.
- Hands-on, proactive team member.
- Intermediate Spanish proficiency.
- Experience: 5+ years of fundraising experience.
- Knowledge: CRM systems and database management.
- Experience with event planning (primarily from a marketing perspective rather than internal team operations) is a plus
- Existing connections or experience working with large organizations such as: United Nations (UN) Melissa & Gates Foundation etc. is a plus
- Time zone: GMT to GMT+4