

# seed madagascar

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## Junior Operations and Fundraising Officer (Madagascar)

### Position Overview

This is an exciting opportunity for an early-career development professional to build hands-on experience in community fundraising and operational support. Based in the coastal town of Fort Dauphin, the Junior Fundraising and Operational Support Officer will play a key role in strengthening SEED's community fundraising and supporting crowdfunding campaigns.

A core part of the role will be providing exceptional care to SEED's community fundraisers, incoming staff and volunteers ensuring timely and professional communication. The postholder will lead volunteer and staff onboarding, supporting smooth and well-prepared arrivals in country, enhance communications and digital content, and assist with operational systems that underpin SEED's work.

The role will build strong relationships with schools, workplaces, running clubs, and community organisations in donor countries, supporting them to raise vital funds and awareness for SEED's work. This will include identifying and researching new fundraising opportunities, stewarding community fundraising activities (such as bake sales and seasonal campaigns), and supporting fundraisers and volunteers to use third-party platforms effectively.

Working within a collaborative national and international team, this is an office-based role with occasional field visits with opportunities to gain experience across fundraising, operations, and the realities of working in international development practice in a dynamic, cross-cultural environment.

**Title:** Junior Fundraising and Operational Support Officer

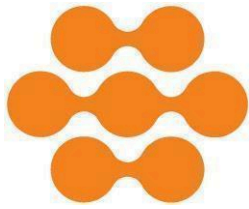
**Location:** Fort Dauphin, Madagascar

**Commitment:** 12 months; Monday to Friday (35 hours a week)

**Salary:** Voluntary position, with local monthly stipend towards accommodation and a contribution of £650 towards insurance

### Duties and Responsibilities:

1. Lead the onboarding of new staff, ensuring timely and well-prepared arrivals in country
2. Act as the primary point of contact for onboarding queries, both prior to and after arrival
3. Onboard and support international volunteers, including in their roles as individual fundraisers
4. Develop engaging fundraising materials and messaging across digital platforms
5. Collaborate with the Communications team to produce engaging volunteer scheme marketing content
6. Support the design and delivery of community fundraising campaigns to grow crowdfunding income
7. Ensure consistency in branding and messaging across all fundraising outputs



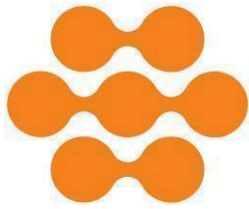
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8. Develop and deliver training and resources to strengthen capacity among volunteers and staff
9. Build and strengthen relationships with institutions in donor countries to grow community fundraising and crowdfunding opportunities
10. Identify and pursue new partnerships, networks, and platforms to increase fundraising reach
11. Monitor and evaluate fundraising performance, using insights to improve future campaigns
12. Support the Conservation Team in Sainte Luce with volunteer orientations and pastoral care as required
13. Provide pastoral care to international staff and volunteers, supporting wellbeing alongside line managers
14. Act as a point of contact for welfare concerns, responding in line with organisational policies
15. Take clear and accurate minutes during meetings, ensuring actions are tracked
16. Promote and uphold SEED's policies, including safeguarding, whistleblowing, and anti-corruption
17. Undertake additional tasks as required to support wider organisational priorities

## Required Skills & Experience/Person Specification

- Hold an undergraduate degree or be able to demonstrate a passion for this area
- Be able to work independently and be proactively
- Have good all-round computing skills and experience in Microsoft Office
- Have previous experience working to deadlines, highly organised, with the ability to manage multiple priorities
- Communicate clearly and engagingly in written English across a range of media forms
- Communicate verbally to encompass the range of cultures you will be working with
- To have a good level of written English and be able to proofread documents to a high standard
- Be fluent in English. A working knowledge of French is desirable but not essential
- To have a proactive, creative approach to fundraising and problem-solving
- Ideally have previous experience living, working or travelling in a developing country, though is not essential
- Be capable and comfortable adapting to life in a low-income country context, sometimes with basic living conditions
- Be able to adjust to life in another culture and a foreign language and be able to always work with cultural sensitivity
- Be comfortable with campsite conditions whilst supporting the volunteers in the field for days at a time
- Be able to work and socialise within a small group of people and to be respectful and take personal responsibility for maintaining a good reputation for the NGO in the community
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED to protect both their safety and the reputation of the NGO.



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## Application Procedure

Interested applicants should send a CV and covering letter in English outlining why they wish to take up this position and how their skills and experience match the requirements in the job description criteria to SEED Madagascar Senior Operations and Administration Officer: Conrad Wormald, at [conrad.wormald@seedmadagascar.org](mailto:conrad.wormald@seedmadagascar.org)

Please note: AI generated cover letters and recruitment exercises will not be processed.

We value concise and focused applications. To help us review all submissions efficiently, please limit your **CV to a maximum of four pages**. Unfortunately, longer CVs cannot be considered.

**Application Deadline: Monday 25th May 2026 at 23:59 GMT.** Applications will be reviewed on an ongoing basis throughout this period.

Candidates will complete an exercise, long-listed applicants will have an initial informal interview with Madagascar based staff and short-listed applicants will then be offered an interview with the London team.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.