

General requirements for volunteers

All volunteers must have an intermediate to advanced level of Spanish and be at least 18 years of age. We expect a minimum time commitment of 3 months and will give preference to volunteers who can make a longer time commitment.

Volunteering in the Amazon is not for the faint of heart. The weather is hot and humid. There are often many bugs and mosquitoes. River travel is not the most comfortable form of transportation, though it is the most common. You are expected to work hard, and when staying in indigenous communities, volunteers will not have running water or lush toilets. While volunteers will not be required to permanently live in the communities, they might be there for up to two weeks at a time. Flexibility and patience are also extremely important for our interns/volunteers. Things happen at their own pace here in the Amazon, and patience is definitely a virtue.

We therefore seek interns and volunteers who are physically, mentally and emotionally fit and do not back down from a challenge. That being said, the rewards of persevering and facing these challenges yield innumerable opportunities for growth and learning.



Fundraising Coordinator

Overall Role

To oversee Fundraising for Alianza Arkana, in sourcing grants, developing long term fundraising strategies, working closely with project leaders and directors in identifying the changing needs of the organization. You will also work closely with one or more Grant Writer(s) who may be based in Pucallpa or abroad.

Main Duties and Responsibilities

Coordinate development efforts and increase sponsorship and partnership for Alianza Arkana.

- Develop and maintain an excellent knowledge of Alianza Arkana, the organisation, its strategic direction and projects.
- Collaborate with other members in identifying fundraising needs and priorities; develop major gift fundraising plans and strategies; establish realistic and achievable timelines; remain current with fundraising trends and serve as a resource on successful development activities, techniques and methods.
- Brand Management. □
- Actively work with Alianza Arkana directors and project leaders to develop and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support, including those with nonprofit organizations, foundations, governmental bodies, corporations, etc. □
- Perform research on foundations, nonprofit corporations, and government agencies to evaluate prospective grants; identify grant opportunities online and through other sources.
- Build relationships with relevant funders ensuring all donors are canvassed in a relevant way, and provide support to project leaders in monitoring, evaluating and reporting as necessary. Keep up to date with project development and communicate progress to funding bodies.
- Identify, support and coordinate other fundraising projects/ strategies eg benefits, fundraisers, media campaigns etc.

- Actively work with/ support Grant Writer(s) in overseeing their progress, liaising between them and the AA team (if they are working from abroad), making sure developmental reports are reaching the right places at the right times.
- Have primary responsibility (with Grant Writer) for development and execution of all proposals; oversee the writing and archiving of all proposals.
- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundations, nonprofit corporations, and government agencies.
- Coordinate the completion of grant proposals including, but is not limited to, budgeting, adding supportive documentation, and writing portions of a grant as needed.
- Maintain proposal calendar, including cultivation activities, and reports to ensure that all applications and reporting deadlines are met. ● Monitor and report regularly on the progress of the development program.
- Maintain/ Keep up to date a bank of information that can be used for different grants.
- Where appropriate develop faceto face relationships with grantgiver prospects, asking them for high level financial support (or facilitating someone else to make the ask), providing them with the highest possible level of donor care. Where relevant, make arrangements for prospects and donors to visit the work of Alianza Arkana.
- Send quarterly fundraising appeals: We try to send out 34 fundraising appeals to our network each year. We usually send appeals in April, July, October, and December (holiday/end of the year fundraising). These often consist of 3 emails sent out per campaign to our mailing lists, and social media posts which direct people to a landing page on our website for the specific campaign, to the regular donation page, or to a third party page we use for fundraising (Indiegogo, Global Giving, etc.).
- We have longterm projects running on Global Giving: liaise with directors about what is needed to support these projects.
- Liaising with our fiscal sponsor in the USA, Social & Environmental Entrepreneurs (SEE):
- Importing donors from SEE P&L Reports and PayPal reports into our donor database
- Requesting funds from SEE periodically to support Alianza Arkana's administration and projects
- Sending budgets/reports/receipts of how SEE money was spent back to SEE for approval. This must be done after each disbursement of funds has been spent and before any further funds can be requested. The administrator will help you account for how the money was spent, as she takes care of registering all expenses



made.

Key Skills

- High energy and passion for Alianza Arkana's mission is essential.
- Excellent written English and/or Spanish. □
- Preferable a Masters degree in a relevant field. □

We are happy you are interested in coming to the Peruvian Amazon to collaborate with Alianza Arkana!

Please send the following information to info@alianzaarkana.org

- Your curriculum vitae or resumé
- A cover letter explaining in more detail your interest in partnering with Alianza Arkana
- A completed Volunteer and Internship Questionnaire (see details below)

Volunteer and Internship Questionnaire:

Please respond to the questions below, keeping each of your responses within the limit of 150 words.

- Name:
- Age:
- Position you are applying for:
- Describe what skills you possess that would be beneficial to our work.
- What experience do you have working with communities?
- What is your level of Spanish fluency?
- What experiences do you have working with diversity, and what have you learned based on these experiences?
- Describe a peak experience when you thought life couldn't possibly get any sweeter.
- What do you like to do for fun?
- How do you deal with conflict and discomfort?
- What do you want to teach the world, and what would you like to learn?
- What is your big vision?