

# Donor Relations Associate

**MADRID, April, 2024**

## **About EDEN**

EDEN is a student-run endowment fund initiative powered by IE University in collaboration with IE Foundation offering enthusiastic students with genuine and practical experience in finance.

To learn more about EDEN please visit <https://eden-fund.com> and follow us on Instagram @eden.fund

**EDEN is pleased to announce the opening of positions for the next 2024/2025 academic year.**

The Donor Relations team at EDEN is pivotal in forging and deepening relationships with potential donors through a strategic outreach that includes LinkedIn, email, and personal interactions. This comprehensive approach is essential for expanding our donor base and enhancing our fundraising efforts, as well as for advancing our organisational mission and fulfilling our goal of providing scholarships to IE students with our capital gains.

In our active role within the Donor Relations team, we coordinate advisory board meetings, conduct due diligence regarding donations, and engage with potential donors to explore support opportunities. We play a crucial role in shaping the Fund's public relations strategy, monitoring regulatory changes, and communicating their implications for our operations. Our commitment to establishing corporate governance, performing due diligence on donations, and leading fundraising efforts is critical to strategically positioning EDEN, driving sustainable growth, and effectively achieving the Fund's mission. The team ensures transparency and engagement by delivering accurate and timely information on the Fund's performance and developments to EDEN's stakeholders and advisory board members, maintaining their active involvement and support.

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## What will you do:

- Accountable for the execution and production of relevant update reports for key stakeholders.
- Accountable for regular interaction with the fund's advisory board.
- Accountable for co-development of the fund's corporate governance.
- Conduct due diligence regarding donations.
- Meet with potential donors via Zoom or in person to discuss support opportunities.
- Continuously seek improvement in donor engagement strategies and fundraising practices to enhance relationships and support Eden's mission.
- Raise funds for EDEN.

## What we are looking for:

- An incredibly strong willingness to learn and push yourself to the limits of intellectual curiosity
- Always wishing to do more, and not settling for 'standard', 'industry average' or 'good enough'
- A very strong passion for the EDEN project and willingness to make it grow
- Ability to interact effectively with a diverse range of individuals, building and nurturing strong relationships through excellent social skills
- Strong and charismatic leadership qualities, capable of inspiring and guiding the team with confidence and vision
- The understanding that what you do outside of the classroom is what shapes you – your GPA only goes so far
- Strong sales skills, with an ability to persuasively communicate and negotiate to successfully achieve fundraising goals
- Resilience in the face of challenges, with a persistent spirit not deterred by failure, showing the capacity to persist and thrive in demanding situations