

Philanthropy Officer, War Childhood Museum

Position Summary

The Philanthropy Officer plays a critical role in developing and nurturing relationships with individual donors, supporters, and partners to ensure sustainable funding for our mission. The role focuses on donor cultivation, stewardship, and engagement, fostering a culture of giving and gratitude.

Position Details

This is a **full-time position based in Sarajevo**, with the flexibility to work remotely part-time.

While the position is based in Bosnia and Herzegovina, the role is international in nature. WCM's donors, supporters, board members, and advisors are based across different countries and regions, and the Philanthropy Officer will regularly engage with this international network. The position therefore offers significant international exposure and opportunities to build relationships and collaborate with individuals and institutions around the world.

Key Responsibilities

1. Donor Cultivation and Stewardship

- Manage and expand a portfolio of individual donors, including WCM's membership program.
- Develop and implement strategies to retain and upgrade donors.
- Create personalized communications, acknowledgment letters, and impact reports.

2. Corporate Partnerships and Sponsorships

- Identify opportunities to engage corporations and businesses as supporters of the Museum.
- Manage WCM's corporate membership program.

3. Fundraising Campaigns and Events

- Collaborate on planning and executing donor engagement events and campaigns.

4. Database Management and Reporting

- Maintain accurate records of donor interactions and contributions.
- Generate reports to evaluate fundraising progress and inform strategy.

5. Marketing and Communication

- Implement marketing campaigns and build partnerships to increase number of visitors to permanent exhibition.
- Implement special programs to increase number of visitors and develop pipeline for new prospective individual donors.
- Together with communications team implement campaign to increase number of WCM's members and donors.

6. Collaboration

- Work closely with colleagues to align development efforts with institutional goals.
- Support cross-departmental initiatives that enhance donor experience and engagement.
- Ensure that the culture of giving and gratitude is cultivated both around and within the organization, fostering a team-wide commitment to the cause.
- Collaborate with WCM's management and boards to identify and cultivate new prospects.

Qualifications

- Bachelor's degree or equivalent higher education qualification.
- Minimum 2–3 years of relevant professional experience, preferably in fundraising, donor relations, business development, partnerships, communications, or a related field.
- Excellent communication and interpersonal skills, with a strong ability and motivation to build and maintain relationships.
- Full professional fluency in both Bosnian and English, with the ability to communicate confidently and effectively in both languages, verbally and in writing. This is an essential requirement, and no exceptions will be made.
- Strong digital literacy and confidence using common digital tools.
- Experience with content management systems, CRM/donor management systems, fundraising platforms, or similar digital systems is considered an advantage.
- Demonstrated ability to work both independently and collaboratively in a dynamic, international environment.

Why Join Us?

- Be part of a mission-driven organization making a global impact and contribute to its long-term sustainability.
- Help us transform giving culture in BiH communities, from charity giving only to giving for educational purposes and for peacebuilding.
- Work with a passionate team in a supportive, collaborative culture.
- Work directly with WCM's leadership and board members across different countries, as well as with a broad network of advisors, including senior executives and experts from a range of fields.
- Join a growing philanthropy function with a clear career trajectory, from Philanthropy Officer to Philanthropy Manager and, ultimately, Director of Philanthropy.
- Motivating compensation package inclusive of fixed salary and success bonuses.

How to Apply

Submit a cover letter, CV, and contact details for two professional references to **jobs@warchildhood.org** by **15 September 2026**. Reference letters are not required at this stage. Applications will be reviewed on a rolling basis, and early applications are encouraged.