

SOS Children's Villages Nepal, a non-governmental social development organisation, supports children without parental care and families in difficult living conditions through services in care, education, health and emergency relief. We advocate for the rights of children and young people, in alliance with a diverse range of partners. We offer a secure and friendly work environment and are committed to safeguarding the rights of children through a zero-tolerance policy. We are further committed to providing a safe environment for coworkers, children, young people and adults with whom we work, where human rights are respected and upheld, and healthy relationships are fostered by building organisational systems, capacity and awareness around our Child and Youth Safeguarding Policy and Code of Conduct. We are now looking for interested and qualified individuals for the full-time position of **Local Fundraising Officer** at **SOS Children's Villages Nepal**.

Job position:

Local Fundraising Officer (1 position)

The Local Fundraising Officer will be responsible for the development, implementation and reporting of fundraising strategies and annual plans, as well as their regular review. S/he will be responsible for enhancing the brand of SOS Children's Villages Nepal and its work among the public and key stakeholders (e.g. individuals, corporate and business houses, like-minded development organisations and government agencies) by developing a long-term media and public relations programme.

Key performance areas and responsibilities:

- Prepares and maintains a comprehensive database of local donors/sponsors.
- Acquires new donors and retains existing donors as per agreed targets.
- Prepares proposals, coordinates donor visits, organises fundraising events and contributes to the development of donor communication materials.

Qualification, experience and skills:

- A Bachelor's Degree in Business Administration, Marketing, Development Studies or relevant discipline, preferably with a specialisation in Marketing, with at least a second division or equivalent.
- A minimum of three years of proven experience in fundraising, marketing or partnership management in the non-profit or corporate sector.
- Strong understanding of local fundraising trends, corporate social responsibility (CSR) practices and partnership development strategies.
- Strong skills in fundraising, donor relationship management, networking, partnership development and maintaining accurate and up-to-date donor databases.
- Proficiency in English and Nepali, with sound computer literacy.
- Strong interpersonal skills, a collaborative mindset and a positive attitude.
- Experience working with children and young people will be considered an added advantage.
- Preference will be given to candidates holding a valid two-wheeler driving licence.

For the above-mentioned position, candidates must be Nepali citizens.

Salary and other benefits will be provided as per the policies of the organisation.

Interested candidates are requested to apply with a **Cover Letter, Curriculum Vitae, copies of Academic Certificates (including an equivalence certificate from the relevant government agencies if the studies were completed at a non-Nepalese educational institution), a copy of the Citizenship Certificate, a passport-size photo and the Employment Application Form (mandatory document to be downloaded from <https://www.sosnepal.org.np/careers> by 4 p.m., 6 November 2026, to vacancy@sosnepal.org.np.**

SOS Children's Villages Nepal reserves the right to reject any or all the applications without assigning any reason whatsoever. SOS Children's Villages Nepal follows the Inclusive Policy and therefore encourages women, people with disabilities, people of ethnic minorities and marginalised communities to apply.