



Dalmatian Islands Environment Foundation

Communications and Fundraising Coordinator – Job Description

The Dalmatian Islands Environment Foundation (DIEF) protects and enhances the natural beauty, biodiversity and ecosystems of the Dalmatian islands by raising funds from people and businesses with strong connections to Dalmatia, to support the best local initiatives working to sustain the diverse natural assets of the islands.

Key Information

Location: Home/remote working, Dalmatia-based, occasional travel across the islands to visit projects will be required

Hours: Part time, two days a week, flexible working as standard

Salary: Consultancy contract, €6500 - 7200 per annum subject to level of skill and experience

About DIEF

DIEF was established in 2023 and has already awarded over €150,000 in grants to support projects that:

- Bring both economic and social benefits to local communities
- Can be scaled up and replicated across the region
- Build a strong network of people united in boosting the work of local environmental champions

DIEF is part of the Conservation Collective, a global network of local environmental charities that leverage funding, expertise, and contacts to enable grassroots projects to amplify their environmental impact.

For detailed information about our current and past projects, please visit: [Grants](#)



As we continue to grow our impact across the Dalmatian islands, we are recruiting a Communications and Fundraising Coordinator. The successful candidate will be a self-motivated, confident, and organized individual with a passion for environmental conservation. They will need to be able to work effectively in a small team, primarily remotely, with occasional travel to project sites across the islands. While this position starts at two days per week, there is potential for it to evolve into a full-time role as the foundation grows.

Key Responsibilities

Working closely with the Executive Director, activities will include:

- Oversight of grant-making processes
- Supporting fundraising efforts
- Managing communications (website, newsletter, social media)
- Ensuring good organizational governance

Required Skills and Experience

The right person for this job will:

- Have excellent organizational skills with strong attention to detail
- Be a strong communicator
- Be self-motivated and able to work independently
- Be comfortable representing DIEF at meetings and events
- Be proficient with (or willing to learn) MS Office suite, Canva, WordPress, Mailchimp, Salesforce, and social media
- Prior experience in the non-profit sector will be considered an advantage

Requirements

- Based in the Dalmatian region with ability to travel to islands
- Good understanding of local environmental challenges and stakeholders
- Fluent in Croatian and English

Benefits

- Flexible working hours



- Professional development opportunities
- Work with leading environmental initiatives
- Make a direct impact on protecting the Dalmatian islands

Detailed Responsibilities

Governance & Administration:

- Support coordination of steering committee and advisory council meetings
- Assist with grant and donor documentation
- Help manage organizational systems and processes
- Support financial administration and reporting

Communications:

- Draft quarterly newsletters highlighting project implementation and achievements
- Create bilingual website updates and social media content
- Monitor social media and engage with partners
- Assist with promotional materials and media relations
- Represent DIEF at select events
- Support annual report preparation

Grant Making:

- Maintain grant management systems
- Participate in grantee meetings
- Monitor project progress
- Review reports and support payment processes
- Summarize grant outcomes for communications

Fundraising:

- Help manage donor pipeline
- Support partnership development
- Attend donor meetings as needed
- Assist with fundraising event organization



How to Apply

Send your CV and cover letter (in both Croatian and English) to inga@dalmatianenvironment.org by February 10th, 2025.

DIEF is committed to building an inclusive organization and welcomes applications from all qualified individuals.