

STRATEGY AND FUNDING COORDINATOR



Job Title: Strategy and Funding
Coordinator

Period: 12 months, possibility to
prolong

Position Type: Part time position
(20 h/week)

Salary: € 709,31 net / month*

Location: remote or on Samos Starting Date: November/December 2025

Project Description

I Have Rights provides legal information and support to asylum seekers on the island of Samos, Greece. As a political organisation, we actively advocate for a change in policy and practice, both on Samos and in Europe.

Our team consists of paid and volunteer staff as well as a mixture of in person, remote and hybrid members including: a Project Coordinator, a Supervising Lawyer, three to four volunteer Legal Caseworkers, a large team of Interpreters, and one to two volunteer Advocacy and Communications Officers.

I Have Rights is committed to safeguarding the well-being of everyone we work with. Team members are expected to uphold our policies, including our Code of Conduct, and adhere to the 'do no harm' principle in all their actions. You can find the Founding Statement, Safeguarding Policy, Complaints & Incident Policy and the Code of Conduct at <https://ihaverights.eu/about-us/>. It is very important to us that you commit to these values.

Detailed information on the project can be found at: www.ihaverights.eu.

*Employment at I Have Rights in this position is based on a contract with the Greek organization I Have Rights AMKE.

Please note that only candidates who explicitly confirm in their application email (not in the attachments) that they are **registered and eligible to work in Greece** will be considered.

What the job entails:

Advocacy and Strategy tasks

- Stay updated on political and legal developments in Greece
- Working with the advocacy and litigation teams on creating a multi year strategy
- Take a coordination role in strategic litigation team
- Support the work of the advocacy team and join advocacy meetings
- Give and receive feedback with the advocacy team on Samos
- Work with the Project Coordinator and Legal Coordinator to implement our advocacy and communication work
- Conducting desk research
- Drafting of reports and briefings
- Networking with selected stakeholders to achieve our goals
- The attendance of conferences or workshops if necessary and representation of IHR

Funding tasks

- Yearly crowd fundraising in cooperation with the advocacy and communication team
- Researching different types of grants available and the criteria to qualify for them
- Gathering necessary information for the application process through collaboration with other team members, database research, and meetings.
- Drafting and completing grant applications in accordance with application requirements
- Ensuring grants you have responsibility for are submitted on time and within application parameters and in collaboration with Project Coordinator and Funding Task Force
- Supporting the preparation of all documents, forms, or reports required by the grant
- in cooperation with the Project Coordinator, keeping track of report deadlines and needed documents (receipts, financial report, etc)
- Support with the drafting and sending of the annual report

Admin Tasks:

- Contribution to and updating of the wiki
- Support with general admin tasks as needed

Qualification & Education Requirements:

- Experience in Strategic Litigation and/or Advocacy
- Demonstrated dedication to defending the rights of people on the move
- Proficiency in English needed
- German is desirable, Greek would be an asset
- Experience with spreadsheet programmes such as MS Excel or Google Sheets
- Experience with administrative tasks (e.g. office-related documentation management).
- Good time-management skills with the ability to prioritise tasks.
- A team-player with a supportive, collaborative approach as well as the ability to work independently in a very structured way.
- High resilience and flexibility
- Basic design skills
- Understanding and commitment to the values of I Have Rights

Closing Date for Applications: 9 November 2025

To apply, kindly send **your CV** and **a statement explaining your motivation** for working with us to info@ihaverights.eu. Please also give us the contact details of at least one person that we may contact for **references** (Name, position, email address or phone number).

Kindly avoid including photographs or any additional documents that cannot be considered at this stage. We will only review applications submitted in English and in PDF format.

Interviews are scheduled to take place between 13 and 14 November 2025.