



**Position:** Partnerships and Donor Manager  
**Length:** 6-12 months part time (negotiable)  
**Location:** Australia-based (negotiable)  
**Salary:** Unpaid volunteer

## **About Harmoneat**

Harmoneat is a social enterprise based in Yangon, Myanmar. Harmoneat was founded as a sustainable peacebuilding initiative aimed at building tolerance and trust between Myanmar's fractured ethnic and religious communities. Our mission is to build communities through the common ground of food, promoting tolerance and trust between diverse groups of people in a non-controversial way. The Harmoneat team is working towards introducing Myanmar's first food truck. The community food truck will assist in the delivery of a variety of community building projects, including peace education and listening programs, to develop positive inter-faith and inter-ethnic relations. As a social enterprise, these projects will be funded by Harmoneat's tourism services and cooking classes.

To support the social enterprise in Yangon, Harmoneat is assisted by a team of Australian volunteers in the fields of fundraising and advocacy. The Harmoneat team acknowledges that the mission - to build communities, through food - is applicable in countries all over the world. The important work of celebrating commonalities rather than differences should also be carried out in countries like Australia – where tensions between communities also exist. Therefore Harmoneat has extended its Australian operation to also engage in community building projects. Harmoneat Australia will focus on engaging marginalised and migrant communities, to bridge social divides, raise awareness of diverse cultures and develop positive relations between different groups of people.

## **Your role**

Your role will involve working with both the Harmoneat Australia and the Harmoneat Yangon teams, to develop partnerships with key businesses, organisations and social entrepreneurs all over the world.

You will work as part of a small team of Harmoneat representatives in Australia. Your role will require you to demonstrate a high degree of autonomy and an ability to think strategically while you develop key relationships with potential donors, supporters and partners. As our Partnerships and Donor Manager you will:

- Develop new innovative partnerships with a range of Australian and international stakeholders that can assist/further the aims of Harmoneat
- Assist in the registration of Harmoneat as a charity with deductible gift recipient status and improve the Harmoneat business operations in Australia
- Work with the Harmoneat Australia team to organise and deliver events to thank supporters and engage potential partners and sponsors

- Work with the Harmoneat Australia and Harmoneat Yangon teams on marketing and communications products and the management of Harmoneat's donor and email lists
- Support the Harmoneat team to develop volunteer positions and manage the recruitment of volunteers both in Australia and Myanmar
- Work with the Harmoneat Australia team to develop partnerships with like-minded organisations and businesses to collaborate on the development and delivery of Australia's community building projects
- Research grant opportunities and write grant proposals for both Harmoneat Australia and Yangon
- Other tasks as per the interest of the successful candidate and the requirements of the team.

### **Who do we want?**

We need a motivated individual who is willing to work relatively autonomously to build Harmoneat's relations with Australian and international partners. You will be:

- Interested in community peacebuilding, Myanmar or social enterprise (ideally all three)
- Able to demonstrate experience in donor or partnership management
- Willing to commit a minimum of six months
- A self-starter who can identify opportunities and think strategically
- Able to work effectively in a small team environment
- A confident negotiator and an outstanding communicator
- Able to manage relationships with diverse stakeholders
- A star administrator with excellent organizational skills
- Able to prioritise a range of competing tasks

### **What's in it for you?**

The Harmoneat team takes special care to ensure our volunteers get what they need out of the experience - either for future career needs or based on their interests. We realise how precious volunteers are and we will be sure to put in place appropriate strategies to reward the volunteer for their amazing support. In return for your time and effort, we will provide:

- A mentor who will work with you to ensure you get the most out of the experience (the Harmoneat team has great links with a range of people all over the world working in a range of sectors)
- References, a certificate and recommendation letter thanking you for your efforts at the end of your volunteership/internship
- An opportunity to be part of the team on a more ongoing basis
- A place to stay if you make it to Myanmar during your time with us
- An opportunity to build your donor relations and partnership management skills
- A once in a lifetime opportunity to build a new, innovative social business in Myanmar
- An opportunity to network and build contacts with individuals and organisations all around the world

- A chance to tailor the internship based on your needs/interests

**Interested?**

If you're interested, send us an email highlighting why you feel this would be a great opportunity for you, what you want out of it and any relevant experience that you could bring to the team. Attach your CV and we'll be in touch as soon as we can.

[harmoneat@gmail.com](mailto:harmoneat@gmail.com)

[www.harmoneat.com](http://www.harmoneat.com)

**Application close 22 November**