



# CAMARGO FOUNDATION    JOB ANNOUNCEMENT

CASSIS, FRANCE

## **Bilingual Junior Fundraising & Communication Assistant**

(6 months, based in Cassis, France)

### **THE CAMARGO FOUNDATION**

The Camargo Foundation, an independent American 501(c)(3) non-profit organization based in Cassis, France is seeking a bilingual Junior Fundraising and Communication Assistant.

Founded by American artist and philanthropist Jerome Hill (1905-1972), the Camargo Foundation fosters creativity, research, and experimentation through its international residency program for artists, scholars, and thinkers. Since 1971 Camargo has hosted nearly 1,500 individuals working in the arts and humanities from all over the world. Located in Cassis, France, on the edge of the Mediterranean Sea, the Foundation offers time and space in a contemplative and supportive environment, giving residents the freedom to think, create, and connect.

The Camargo Foundation, with a history of over 50 years of support for forward-looking work in the arts and humanities, is a catalyst for innovative work and fresh understanding across divisions in a changing world. To implement this vision, diversification of funding is needed on both sides of the Atlantic. For the United States, a fundraising strategy is being developed with a US-based consultant.

The Junior Fundraising and Communication Assistant will work closely with the Camargo Foundation's Executive Director and the External Relations & Development Coordinator, as well as the US-based consultant to implement this strategy for the United States. Responsibilities will also include working on the Camargo Foundation's international and English communication.

For more information please visit: [www.camargofoundation.org](http://www.camargofoundation.org).

### **JOB DESCRIPTION**

The major responsibilities of the position will include:

#### ***Fundraising***

- Preparing all required fundraising documents and materials
- Researching potential institutional and individual donors from the arts and humanities fields. Developing and managing applications as well as follow-up requirements, including reports.
- Managing donor cultivation follow-up: thank you letter, database, reports, etc.
- Supporting alumni cultivation efforts (database, special events, etc.)

#### ***Communication***

- Drafting and proofing English language communication materials.
- Preparing the English language posts for social networks
- Preparing English language updates for the website

## **REQUIRED QUALIFICATIONS AND SKILLS**

- Masters degree in relevant subject preferred.
- Some fundraising or non-profit experience preferred
- Deep understanding of the USA, including at least several years of residency there.
- Excellent English written and interpersonal skills
- French required
- Strong organizational skills and attention to detail.

## **MORE INFORMATIONS**

Please submit an application letter, writing sample and resume to:  
**jobs@camargofoundation.org**

Applications will be accepted until October 2nd, 2022. Interviews with selected candidates will take place in October 2022. Starting date as soon as possible and latest by December 1st, 2022.

The Camargo Foundation is an equal opportunity employer. We are committed to diversity, equity, and inclusion and especially encourage members of underrepresented communities to apply.