



JOB DESCRIPTION – SPONSORSHIP OFFICER

The volunteer must be a strong link between VIRLANIE and the different sponsors in order to facilitate a confident relationship. He is also a strong link between the social workers and the sponsors.

Sponsorship activities:

- Identification of Children / Beneficiaries and ensure the update of the listings of children with or without sponsors and the monitoring of the movement of children in the Foundation.
- Follow-up the requests from our partners and monitoring the incoming and outgoing sponsor correspondence.
- Responsible for giving guidance and controlling quality of all information collected from new Children before dispatching to individual sponsors or VIRLANIE branches in Europe.
- Select and refine tools for sponsorship materials and documents.
- Translation of cards for the French speaking sponsors.

Sponsorship filing & data management:

- Set-up sponsorship database and ensure the accurate and timely entering data of sponsors with assigned sponsored child.
- Support in setting up and maintaining a filing system for Case Summary data, printed reports, photos and others needed for sponsorship.
- Assist in preparing and ensuring the timely and quality submission of information, translated documents such as cards and annual progress reports to Official sponsors.
- Communicate update information to VIRLANIE France and its networks.
- Maintain and organize files related to sponsorship.

Others

- Coordinate with the Finance, Operations Managers, and local sponsorship coordinator in the preparation of the sponsorship monthly remittances.

VIRLANIE FOUNDATION

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www.virlanie.org



Candidates Profile

Education:

University degree on social science, economic or development studies are desired

Work Experience:

Experience and knowledge of child-sponsorship and fundraising function are desired

Competencies required:

- Competency in data base software is required
- Writing skills in English and French are required for report, proposal and correspondence
- Good interpersonal skills and commitment to work with deadline
- Strictness to respect deadline
- Positive attitude towards learning and sharing
- Excellent teamwork member
- Sensitivity to street children issues and commitment to poor and disadvantaged people

Work conditions

Category: Volunteer (VSI)

Duration: minimum 1 year

Allowance: Yes (11,500 pesos)

Insurance: Yes

Food fees: Yes, lunch provided by VIRLANIE

Transportation fees: refund the special ones

Living condition: One month immersion in one of Virlanie's Residential Home and accommodation provided in a Volunteer House for the rest of the stay.

Number of hours per week: Full Time (40h)

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