



# Fundraising Support Contractor

## About Accountable Now

Accountable Now (AN) is a global platform that supports civil society organizations to be more transparent, responsive, impact-focused, and community-led. For 20 years, we have been working to shift power, champion equity, and embed Dynamic Accountability into everyday practices. Our work focuses on supporting civil society organizations to continuously reflect, learn, and adapt to strengthen and embed new ways of working grounded in processes of inclusive, participatory and meaningful engagement with all stakeholders. It goes beyond monitoring & evaluation, due-diligence and compliance, driving accountability as a process that aligns organizational actions with their values. Accountable Now is fiscally sponsored by Accountability Lab in the United States, but our staff and interns currently are based all over the world: Germany, Kenya, the Netherlands, Nigeria, South Korea, and the US.

## About the Opportunity and the Ideal Candidate

Accountable Now is looking for short term support to strengthen our fundraising pitch and materials. This role is ideal for someone who can take several existing drafts and combine them into effective and clear communications, tailored for each audience.

We're excited about a candidate who has strong command of the English language, a natural eye for design, and strong digital competencies. As this is a short-term role, we're looking for candidates who already have experience in writing proposals and/or developing compelling fundraising materials.

This search launches on March 23, 2026 and will remain open until we identify the right candidate. *Note that candidate reviews will only begin after March 30, 2026.*

## Responsibilities

### Develop 3 strong and compelling concept notes

- Draft and design (where needed) 3 concept notes (2-3 pages each), building off of existing Accountable Now materials and ideas.
- Collaborate with Accountable Now staff to land on the final products, with at least one round of major edits.

### Other Expectations:

- Maintain consistency in organizational voice and branding.
- Solve problems proactively and creatively.
- Join brief check-in's with the communications lead or other relevant AN staff.



- We'd like to have two of the concept notes completed by early/mid May, but we are open to rethinking this schedule for the right partner.

### Preferred Qualifications

- Experience repurposing and simplifying technical or programmatic content.
- Experience drafting and developing fundraising materials.
- Ability to work asynchronously and sensitively with a globally distributed team.
- Self-motivated, proactive, and comfortable managing your own deadlines.
- Fluent in English, both written and spoken.

### Key Information

**Reports to:** AN's Executive Director

**Location:** Remote

**Timeline:** We invite candidates to propose their own start and end dates.

**Compensation:** We invite candidates to share a quote for completing the contract.

**How to apply:** Please send an email to [recruitment@accountablenow.org](mailto:recruitment@accountablenow.org), including,

- Your resume with two references
- A brief cover letter noting relevant experience and work style
- One work sample
- A quote for completing the work and a proposed start and end dates

Only candidates who submit complete applications will be considered. Strong candidates will be invited to a brief interview with the AN team. We regret that we are unable to provide feedback to all candidates.

### AN's Values and Commitment to Equity

Accountable Now is committed to ensuring a fair and equal recruitment process, including recruiting potential staff and contractors with varied backgrounds and experiences. We actively seek and welcome applications from individuals from communities and/or whose identities have historically been underrepresented, marginalized, and/or persecuted. Accountable Now and its staff operate in line with the following organizational values:

- **Integrity:** We uphold ethical standards in everything we do, ensuring transparency, honesty, and accountability in all our interactions.
- **Humility:** We recognize that we don't have all the answers and are always open to learning from others. We embrace a culture of listening, reflection, and shared decision-making.
- **Inclusion:** We are committed to providing an inclusive space for all voices to be equally heard and raised to counter current power structures that privilege some voices over others.
- **Openness:** We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organization.