

Head of Fundraising

Volunteer role with compensation - Amsterdam – Stichting Warm Hearts Floating Sauna

We're looking for a detail-oriented and reliable volunteer to join us as Head of Fundraising, supporting the financial side of our foundation!

What we're looking for:

- Interested in learning more about subsidies, fundraising, and bookkeeping.
- Someone who is comfortable with numbers and basic financial administration
- Accurate, organised, and reliable
- Is great at delegating and sharing responsibility
- Enjoys working in a diverse, multi-cultural, and multi-lingual environment
- Flexible and thrives in an environment where structures are still evolving
- Feels safe in a culture where discussing openly, setting boundaries, asking for help, and learning by doing are encouraged.
- Speaks and writes English fluently
- Available half day / one day per week as of January 2026 during the working hours and occasionally weekends in case of an event.
- Able to attend meetings at Buurtwerkplaats Noorderhof in Amsterdam Nieuw-West, with many tasks also doable remotely.

Your responsibilities: These are some of the areas we need support, but your role will be shaped around your strengths and interests. Once the team is complete, we'll review tasks together to ensure responsibilities are shared fairly, and everyone is ready to shine in their role!

- Contribute to the yearly fundraising plan
- Assist with grant writing and fundraising initiatives
- Support the board and director in strengthening the foundation's financial resilience
- Process and organise receipts and small expenses
- Manage volunteer reimbursements
- Help with bookkeeping
- Assist the treasurer with the annual accounts
- Support regular volunteer co-working days

What we offer:

- The most heart-warming team and community
- Opportunity to surround yourself with go-getters for social impact
- A leadership role to shape the direction of Warm Hearts ❤️
- Lots of appreciation from sauna good-doers and our community
- Learn an abundance of skills when being part of a new growing social foundation. This role is perfect for you if you're curious to make a career shift or start something of your own one day
- Grow your professional network in a diverse community in Amsterdam Nieuw-West (and beyond!)

- Volunteer compensation (vrijwilligersvergoeding) €210 per month for a duration of 10 months. A lot can happen in 10 months – many volunteers start with extra time and later move into work or new commitments. If you feel the calling to apply, we encourage you to do so — even if the next months feel uncertain.
- Room to grow, learn, and shape your role – with a big bonus of having access to the best sauna in Amsterdam!

How to apply:

- Send your CV and motivation letter to Elsa at warmheartsjobs@gmail.com mentioning the title of the position you are applying for **by December 31st**.
- Timeline: We're on a winter break from Dec 19 – Jan 5. Interviews will be scheduled before or after, depending on when we receive your application.
- We will fill the role as soon as we find the perfect match!

Our mission: We connect and empower people in Amsterdam of all backgrounds through volunteering, community, and kindness. Our volunteer-run sauna and activities around it create a safe space for learning and personal growth. We are a diverse, compassionate team including people with refugee backgrounds and those who have faced hardship. We value equity, inclusion, and celebrating different cultures. If you're passionate about making a positive impact, we'd love to hear from you.

Non-Discrimination Statement: Warm Hearts is a sauna that is free for everyone and fueled by kindness. Our volunteers and guests come from around 70 nationalities, representing every continent. We hope it goes without saying that we do not discriminate on the basis of race, ethnicity, nationality, religion, sexual orientation, gender identity, age, disability, or social status — in our hiring, volunteering, or services. We welcome applications from individuals of all backgrounds.