

## Ad

# The Charles Darwin Foundation for the Galapagos Islands wishes to Hire a Grants Manager.

**Application deadline:** December 2021

**Start date:** February 2022

**Type of contract:** Fixed (the regulations of the Organic Law of the Special Galapagos Regime will be applied)

### Introduction

The mission of the Charles Darwin Foundation and its Research Station is to provide knowledge and support through scientific research and complementary actions to ensure the conservation of the environment and biodiversity of the Galapagos Archipelago. To fulfill this purpose, the CDF seeks to incorporate a Grants Manager to its work team.

### Purpose of the position

Increasing institutional revenue dollars to the organization and will be responsible for the implementation and management of all aspects of the institutional giving fundraising strategies for the Charles Darwin Foundation as well as playing a role in promoting the role of the Research Station and its presence in multiple, strategically determined international regions.

### Required profile

- Professional with a Bachelor's or Master's degree in Business Administration, International Relations, Communication, Public Relations, Conservation, Environment.
- Management of office utilities, accounting or related fields, project writing, sales force software, etc.
- At least 4 years working in similar positions.
  - 4 years of experience writing fundraising proposals / projects.
  - 2-4 years of work in non-profit organizations or in the private sector
  - Minimum 2 years of experience in financial reporting.
  - Minimum 2 years working in a multicultural environment.
- Bilingual 100% spoken and written in Spanish and English.
- Excellent interpersonal skills. Ease of joining a multi-cultural and multi-disciplinary team.
- Ability to work in a dynamic environment that presents numerous opportunities, unforeseen events and challenges, and is characterized by limited logistical resources and geographic isolation.
- Communication
- Teamwork
- Initiative

- Adaptability
- Service orientation
- Organization
- Leadership
- Working under pressure

## Activities

1. Direct and manage all relationships, processes, proposals and reports related to institutional donors.
2. Administer and execute all institutional donor activities before receiving or disbursing funds.
3. Work closely with scientists, Chief Development Officer (CDO) and Executive Director to develop, manage and send various forms of proposals (including concept papers, letters of inquiry and formal proposals) to institutional donor prospects.
4. Forge and cultivate personal relationships with past, current and potential donors, together with the Executive Director and CDO.
5. Provide support to the Executive Director as staff officer during the activities related to institutional donors.
6. Research and cultivate new institutional donors, together with the Executive Director and CDO.
7. Review and manage the memorandums of understanding/donor agreements.
8. Assist meetings with finance and administration areas of CDF and actively contribute to the development of fundraising strategy.
9. Be responsible for the financial objectives, the portfolio of prospects and activities mutually agreed upon with the Executive Director and CDO; prepare monthly activity reports.
10. Provide information on general fundraising objectives, strategies, plans and activities as a member of the fundraising team.
11. Provide input to the annual report and other institutional communications and fundraising tools. Conceptualize possibilities of different types of projects that are relevant to the community, environment and CDF.

## Conditions of Employment

The Grants Manager will be supervised by the CDF Development Director, will be based at the Charles Darwin Research Station Office on the island of Santa Cruz, in the Galapagos archipelago, Ecuador.

The Grants Manager will faithfully comply with the rules, regulations and procedures manuals of the CDF, and will also observe and strictly comply with the rules and regulations of the GNPD.

The benefits will be negotiated according to the profile of the candidate.

## How to apply

Those interested in this position should send the following information via e-mail to (pro.seleccion@fcdarwin.org.ec ):

- Updated resume.
- Letter of interest, describing their skills according to the minimum requirements for this position.
- Three professional recommendation letters, including the names and email addresses of the references.
- Names and email addresses of two references that can give a personal recommendation of the candidate.

We kindly ask you to send all the necessary documents in a single PDF file. If you need additional information, contact the same e-mail.