

Announcement Grants and Donor Relations Officer

Application deadline: Until filling the vacancy

Start date: March 1st, 2019

Duration: 12 months (Fixed Contract)

Introduction

The Charles Darwin Foundation for the Galapagos Islands (CDF), is an international, non-profit organization, constituted under the laws of Belgium, and founded in 1959 under the auspices of UNESCO / IUCN. The mission of CDF 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 continue its work and comply with the stated objectives, CDF is looking for a professional focused on the preparation and administration of proposals to collect funds for various CDF projects.

Required profile

- Bachelor's or Master's degree in Business Administration, Finance, Economy, International Relations, Communication, Public Relations, Fundraising, Conservation, Environment
- Two years of experience in managing NGOs' projects
- Two years of experience in narrative and financial reports
- Two years of experience in Philanthropy or Fundraising
- Ability to work in a multicultural environment
- Diplomacy
- Customer service
- Effective communication skills
- Initiative
- Goal oriented
- Team player
- Fluent in Spanish and English

Activities

1. Assist the Grants Manager in processes and reports after receiving the Institutional funds (NGOs, Companies, foundations, associations, governmental institutions)
2. Coordinate Institutional funds (NGOs, Companies, foundations, associations, governmental institutions) with the Financial Department.
3. Prepare reports for donors in conjunction with Researchers and CDF Financial Department.

4. Develop internal financial reports and reports.
5. Review and comment on Memorandums of understanding and agreements.
6. Support the visit of the Institutional donors (NGOs, Companies, associations, governmental institutions) to the CDF.
7. Support the Grants Manager in the development, management, execution and submission of proposals designated by the Grants Manager.
8. Support to the Executive Director and CDO in matters related to fund raising.
9. Participate and actively contribute to the creation of strategies, plans and activities regarding the raising of funds for the CDF.

Terms

The employee works under the Chief Development Officer of CDF. The selected candidate will have their work base at the Charles Darwin Research Station in Santa Cruz Island, Galapagos Archipelago, Ecuador.

The employee is expected to work 40 hours per week, starting at 07:30-12:00pm and 13:30-17:00. This schedule may change due to certain activities, such as trips and others.

The employee will faithfully follow the rules and the CDF Procedures Handbook, as well as he/she will perform their job strictly following the Galapagos National Park's rules and regulations.

How to apply

Those interested in this position should send their application form and accompanying documents via e-mail (pro.seleccion@fcdarwin.org.ec). We kindly ask you to send all the necessary documents in a single PDF file. If you need additional information, please contact the same e-mail.