

Ad Grants Manager

Application deadline: Until filling the vacancy

Start date: January 1, 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.

The objective of the position is to increase the amount of donations and hence the income for the organization, the staff member will be responsible for strategically managing aspects related to fundraising, as well as strengthening CDF's image and presence internationally.

Required profile

- Bachelor's or Master's degree in Business Administration, International Relations, Communication, Public Relations, Conservation, Environment
- Four years of experience in activities related to fundraising, donor relations and proposal writing
- Collaboration driven
- Effective communication skills
- Proactive
- Goal oriented
- Team player
- Fluent in Spanish and English (spoken and written)

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 the employee

Employee reports directly to the Chief Development Officer. Employee will be based at the Charles Darwin Research Station (CDRS) in Puerto Ayora, Santa Cruz Island, Galapagos, Ecuador.

Employee is expected to work 40 hours per week, from 07:30 AM - 12:00 PM and from 1:30 - 5:00 PM. This is an established schedule for the entire team in Galapagos.

Employee will comply with CDF's rules, regulations and procedures, as well as with the rules and regulations of the Galapagos National Park Directorate.

How to apply

Those interested in this position should send their resume and cover letter via e-mail to: pro.seleccion@fcdarwin.org.ec. We kindly ask you to send all the necessary documents in a single PDF file. If you need any additional information, please contact us through the same e-mail.

Closing date for the applications is until filling the vacancy.