The Charles Darwin Foundation for the Galapagos Islands wishes to hire a Grants and Donor Relations Officer.

Application deadline: March 15th 2022

Duration: 12 months (Renewable)

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 and Donor Relations Officer into its work team.

Required profile

- Professional with a Bachelor's or Master's degree in Communications, Fundraising, Marketing or the like.
- High competition in Microsoft Office and Salseforce software.
- Minimum 2 years managing NGO projects.
- Minimum 2 years of experience in financial reporting.
- Minimum 3 years working in fundraising activities.
- Minimum 2 years working in a multicultural environment.
- Excellent organization and time management skills.
- Experience public speaking and leading campus tours.
- A flexible approach to work.
- Advanced command of the Spanish and English language, both oral and written (Superior writing skills in English and Spanish).
- 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.
- Initiative.
- Adaptability.
- Service Orientation.
- Organization.
- Diplomacy.

Purpose of the position
Cultivate, steward and solicit individual and institutional donors to raise project and unrestricted support for CDF. Execute fundraising actions effectively and with support to the Grants Manager.

**Activities**

1. Help manage, strategize and participate in direct cultivation, solicitation and stewardship of past, current and prospective donors and high net worth individuals, including Board of Directors and General Assembly.
2. Develop, manage and send solicitations (including concept papers, letters of enquiry, solicitation letters, formal proposals etc.) for individual prospects and donors.
3. Be accountable for prospect portfolio and goals and report on activity monthly or as requested.
4. Create reports for donors in conjunction with Researchers and financial department.
5. Review and comment on the Memorandums of understanding and agreements.
6. Support Individual VIP and Institutional donor visits (NGOs, Companies, associations, governmental institutions) to CDRS.
7. Support to the Executive Director in matters related to fund raising.
8. Participate and actively contribute to the creation of strategies, plans and activities regarding the raising of funds for the CDF.

**Working conditions**

The Grants and Donor Relations Officer, will be supervised by the Philanthropy Directorate, will be based in the Office of the Charles Darwin Research Station on the island of Santa Cruz, in the Galapagos archipelago, Ecuador.

The Grants and Donor Relations Officer 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.