Announcement
Donor Relations Officer

Application deadline: Until filling the vacancy
Start date: May 2020
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.

Objective

Help increase individual and corporate revenue dollars for the organization by implementing and managing all aspects of the individual and corporate giving fundraising strategies for the Charles Darwin Foundation as well as playing a role in strengthening the Research Station’s presence in multiple, strategically determined international regions.

Required profile

- Bachelor’s degree in Business Administration, Finance, Economy, International Relations, Communication, Public Relations, Fundraising, Conservation, or Environment
- Fully competent and written and verbal communications skills in both English and Spanish.
- Strong competency in Microsoft Office and database management (preferably Salesforce).
- 3 years of experience in a similar role, preferably abroad, in a multi-cultural setting.
- Broad knowledge of the principles of fundraising, preferably at the international level.
- General understanding of science and the scientific practice.
- Numeracy skills and the ability to interpret and produce financial reports and budgets.
- Excellent organizational and time-management skills.
- Ideally, experience with public speaking and open to leading tours.
- Be comfortable living in an isolated area with fairly basic amenities.
- A flexible approach to work. Adaptable to work in special time schedule, even out of regular working hours.
- Service Oriented
- Goal Oriented
- Team Player
- Knowledge of Galapagos.

Activities

Donor Acquisition and Retention

1. Actively participate in conceptualization, development and implementation of fundraising appeals (e.g. Giving Tuesday, End of Year Campaign, Summer Campaign etc.) and develop reports.
2. Attend and actively contribute to pipeline development, fundraising goals, plans and strategy and management meetings.
3. Research and outreach to new prospects and markets.

Donors cultivation

1. Actively manage and execute all individual and corporate giving activities, including inputting all giving information into Salesforce, liaising with the Financial team to record the donations in the financial system and leading donor acknowledgement and recognition.
2. 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.
3. Develop, manage and send solicitations (including concept papers, letters of enquiry, solicitation letters, formal proposals etc.) for individual prospects and donors.

VIP visits coordination

1. Organize and receive VIP visitors onsite, and coordinate follow up.

Reporting

2. Manage narrative and financial reporting to all individual and corporate donors, in close collaboration with scientists.
3. Be accountable for prospect portfolio and goals and report on activity monthly or as requested.
4. Provide input into the annual report and other fundraising communication strategies and tools.

Strategies development

5. Co-Manage communications and marketing campaigns to all individual prospects and donors.
6. Serve as staff officer to the Chief Development Officer and Executive Director on all individual and corporate giving activities.
7. Act as a member of the Institutional Promotion Committee, helping to identify and develop ways of generating additional funds at the Donation Point and through other methods.

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 07:45-12:30pm and 14:00-17:15. 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.

- Updated resume.
- Letter of interest, describing their competencies according to the minimum requirements for this position.
- Three professional letters of recommendation, 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.