Call for Candidates: Resource Mobilization Specialist for GEO Secretariat

The secretariat is seeking a consultant to lead the Resource Mobilization function, which includes the financing of the Secretariat Trust Fund to its optimum level and soliciting large-scale investment in the GEO Work Programme.

**Honorarium:**

Monthly honorarium: CHF12,000.

**Duration:**

One year contract. Start date: Ideally mid April to beginning of May.

**Location:**

Remote based with approximately four trips to Geneva during the year.

**Applications:**

Please send your applications and CV to secretariat@geosec.org . Please quote Resource Mobilization Specialist Consultancy in email title.

A) Establish and maintain the resourcing of the GEO Trust Fund (+ CHF 5 million annual budget) and generate investments in the GEO Work Programme by targeting:

- Government contributions and major donors: Identify, cultivate, and steward a portfolio of major donors with capacity to make major annual or multi-year contributions.
- Individual donors: Solicit, efficiently manage, optimize, and scale individual donations.
- Foundations: Research, and oversee the preparation of grant applications and funder reports.

B) Develop and manage the communications mechanisms and procedures to support effective resource management:

- Oversee fundraising communication strategy, including seasonal campaigns major donor communications plan, digital tactic, etc.
- Develop creative and impactful content, annual appeals, matching gift opportunities and other giving vehicles and reports that connect donors with the work of GEO.
- Ensure appropriate acknowledgement, recognition, and stewardship of donors.
- Ensure effective development operations and drive fundraising best practices by creating systems tools and processes, including donor prospecting, moves management and tracking/reporting
- Develop data driven possesses to drive efficiency and effectiveness.

c) Establish and maintain effective collaboration:

- Partner closely with the Director of the Secretariat to leverage time effectively with major donors. Coordinate and work closely with Chief Engagement Officer, Chief Work Programme Coordinator and Senior Administrative Manager and other Secretariat staff. Foster team culture across the entire organization.
- Work with the GEO Executive Committee to develop and manage their investment capacity
- Interface with the leads of the GEO Work Programme and champions of the GEO community to develop strategies for engaging donors and inspiring contributions.

**Education**

Advanced university degree in Business Management or Social Sciences, communications, marketing, public relations or related field. Background in climate or sustainable finance strongly preferred.

**Experience**

At least 10 years of combined national and international progressively responsible experience leading and working with mid to high-net-worth donors across a broad spectrum of backgrounds and experience. Proven experience in managing a non-profit fundraising portfolio of at least CHF 6 million per year. Experience in effectively engaging and leading senior staff and Board members in cultivation, solicitation and stewardship activities. Ability to simultaneously manage and effectively prioritize a large number of fundraising activities. Experience working cross-functionally to meet grant proposal submission and reporting requirements.

**Other requirements**

High sense of integrity, responsibility, maturity of judgement, and initiative. Excellent leadership, organizational, planning, communication, presentation, interpersonal and analytical skills. Demonstrated ability to manage a team. Ability to draft reports, correspondence and documents clearly and succinctly in English. Familiarity with the work of the GEO Secretariat. Ability to work in a multicultural environment and to foster team spirit. Competence in modern cloud-based tools and donor management databases /CRMS

**Languages**

Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.