Global Fundraising Manager

Start Date: A.S.A.P., 40 hrs p/w (with Working Time Reduction benefit 11 extra days per year)
Location: Flexible Amsterdam, Brussels
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose
As GRI prepares to launch its new strategy and enter an exciting period of organizational growth and development, we are now seeking an experienced, motivated and results-driven Fundraising Manager to join our team.

This role offers a great opportunity for someone who thinks in opportunities, enjoys networking and understands the dynamics of today's global funding landscape. Most of all, you excel in and enjoy translating complex and diverse information into compelling, coherent and attractive proposals to funders. You will need to have a keen eye for detail and be an experienced relationship manager who thrives in a fast-paced fundraising environment.

As a vital member of the fundraising team, you will support and independently coordinate fundraising efforts for a diversified portfolio of global institutional funders (including charitable foundations, government and intergovernmental partners and corporate actors). You will act as a central focal point, collaborating with all units across the organization, including GRI’s staff working in the regional and country hubs, and translating ideas into strategic, compelling and engaging proposals.

In addition, you should be well-versed in program/project design and implementation, including developing theories of change and designing logframes, and the ability to prepare detailed and accurate budgets. Having a passion, knowledge, and network in the field of sustainable development is a plus but not essential.

The post holder works with and reports to the Chief Donor Engagement Officer.

Job responsibilities
• Independently prepare concept notes, program proposals and budgets to potential funders.
• Identify and research new funding opportunities with institutional funders.
• Support the development of strategic relationships with prospective partner organizations for new funding opportunities.
• Contribute to the development of the institutional fundraising strategy.
• Maintain high quality relationships (day-to-day) with a portfolio of relevant external key contacts and partners: ensure regular contact and follow up, timely reporting, arrange and lead calls and meetings, answer email and phone enquiries, develop new contacts.
• Other duties as requested.

Key competencies / Requirements
• Excellent English skills required (written and verbal).
• At least one other relevant language (e.g. Spanish and/or German) is highly advantageous.
• Proven track record in successful grant proposal and report writing.
• High level of numeracy and the ability to draft proposal budgets that incorporate full cost recovery.
• High level of accuracy and attention to detail.
• Experienced in relationship management with high level people/groups.
• Experienced in working to targets (including financial).
• Pro-active attitude and results- and relationship-oriented at the same time.
• Experience of working with CRMs and maintaining accurate records.
• Works well under pressure and to tight deadlines.
• Proven understanding of the funding landscape and donor trends.
• Ability to convince and influence
• Able to work in an international and multi-cultural setting
• Familiarity with sustainability issues and sustainable development agenda is a big plus.
• Affinity with the mission and vision of GRI would be an advantage
• Ability to travel internationally post-pandemic.

About GRI
GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world’s most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply
Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), 14 March 2022. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources
Visitors’ address: Barbara Strozzilaan 336, 1083 HN, Amsterdam, The Netherlands
T: +31 (0)20 531 00 00 www.globalreporting.org