Senior Fundraising Manager

Start Date: A.S.A.P., 40 hrs p/w
Location: Amsterdam, the Netherlands. Flexible Western Europe preferred
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose
We are 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 Head of Fundraising & Programs.

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.
• Play a key role in the development of GRI’s 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.
• Act as line manager to the fundraising staff of the Fundraising & Programs team.
• Act as a sounding board to the other members of the Fundraising & Programs team.
• When necessary, able to manage the project implementation of donor funded projects.
• Other duties as requested.

Key competencies / Requirements
• 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.
• Proven understanding of the funding landscape and donor trends.
• Excellent English skills required (written and verbal).
• At least one other relevant language (e.g. Spanish and/or German) is highly advantageous.
• High level of accuracy and attention to detail.
• Experienced in relationship management with high level people/groups. Pro-active attitude and results- and relationship-oriented at the same time.
• Experienced in working to targets (including financial).
• Works well under pressure and to tight deadlines.
• 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.

We offer
• Hybrid work (office/ home combination)
• Convenient working spaces (business lounge)
• Monthly 8% of gross salary pension contribution (taxed)
• €70 per month healthcare contribution (taxed)
• €21,50 per month working from home allowance, per Dutch labor law (net)
• Reimbursement of commuting to the office, actual cost to maximum of €230 per month
• 200 hours annual leave per year
• 88 hours extra hours leave per year as Working Time Reduction benefit

About GRI

GRI (Global Reporting Initiative) is an 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 by creating a 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 uniquely contributes to 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, labour organizations and other experts to develop the GRI Standards and promote their use by organizations worldwide. 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.

More than 10,000 organizations, including 78% the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 25 years ago. In addition, our standards are referenced explicitly in 238 policies of governments, regulators, and stock exchanges in 85 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 are invited to submit their resume and letter of interest in English to apply@gri.recruitee.com. The deadline to submit an application is 12.00 noon (CET), 21 July 2023. GRI appreciates all expressions of interest, however only short-listed applicants with valid residence/work permit status will be contacted.

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