

Center for International Forestry Research

The Center for International Forestry Research (CIFOR) is a leading international forestry research organization committed to conserving forests and improving the livelihoods of people in the tropics. With Headquarters in Bogor, Indonesia and offices in Asia, Africa and South America, CIFOR works in over 30 countries worldwide and has links with researchers in 50 international, regional and national organizations. CIFOR is a member of the CGIAR (Consultative Group on International Agricultural Research).

CIFOR is looking for a dynamic and creative
Manager Donor Relations and Resource Mobilization.

Profile

Donor relations and fundraising profession, committed to and passionate about environmental and poverty issues. Outstanding organizational, analytical and priority setting skill. Strong negotiating skills. Excellent communicator, able to listen to and engage with multilateral, bilateral, corporate and foundation donors.

Principle accountability

Develop and implement a resource mobilization strategy to support the realization of CIFOR's strategic plan and growth objectives.

Responsibilities

Reporting to the Director of Communications, she/he:

- Define CIFOR's donor relations strategy, including private sector and cause-related marketing, based on market intelligence
- Along with the DG and the DDG, lead donor communication, including development of key donor reports
- Prescribe, lead and conduct market research and marketing initiatives to assess donor priorities and identify opportunities for resource mobilization
- Help to define, implement, evaluate and continually improve CIFOR's marketing/communications strategy, including corporate positioning, comparative advantages, key success factors, major players (stakeholders, influencers and competitors)
- Lead the development, implementation and continual refinement of a Customer Relationship Management system
- Oversee development and writing of highly competitive grant proposals
- Ensure alignment of research with the corporate strategy
- Establish quality standards for proposals and concept notes and ensure achievement (through monitoring, mentoring and training)
- Ensure communication and knowledge management are built into every project proposal
- Prepare key donor documents in coordination with Information Services Group (ISG), Financial Services and Research Programmes
- Develop and maintain database of donors, project concept notes and project proposals
- Help scientists and management prepare and negotiate donor funding of proposals

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- Assess on a bi-annual basis CIFOR's performance on project development and approval
- Maintain project tracking system and ensure all donor funding requirements are met
- Manage project development unit staff

Terms of Employment

- CIFOR offers an internationally competitive salary and expatriated benefits package.
- Duration of appointment: 3 years with a possibility of extension contingent upon performance, continued relevance of the position and available resources
- The position is based in Bogor, Indonesia; international travel is required.

Requirements:

- University degree in Marketing, Communication, Fundraising, Business Administration or related discipline
- Superior knowledge of best practices in international donor relations and fundraising
- At least 5 five years experience in resource mobilization/fund raising and proposal development for an international research or development organization
- Experience with bilateral, multilateral funding agencies, and familiarity with private foundations that fund conservation activities
- Experience developing and implementing marketing strategies a benefit
- Proven negotiation, strategic planning and execution skills
- Strong English writing and speaking skills
- Proven ability to work on a variety of tasks simultaneously and to perform under pressure.
- Ability to meet deadlines and prioritize.
- Excellent negotiation, facilitation and conflict resolution skills.
- A team player, with proven performance in a multi-cultural and multi-disciplinary environment
- Excellent interpersonal, communication, and organizational skills
- Fluency in English is required; proficiency in other international languages is desirable

Application Process:

Applications will be accepted until a suitable candidate is identified. **Interviews** will be held **in Bogor, Indonesia**. All applications will be acknowledged, however only short-listed candidates will be contacted. All correspondence will be held in confidence. Letter of interest and curriculum vita should be sent to:

Human Resources Department, CIFOR

E-mail: cifor-hr@cgiar.org

(Please indicate the position in the email subject line)

The above announcement is posted on CIFOR web site.

To learn more about CIFOR and living in Indonesia, we invite you to visit:

<http://www.cifor.cgiar.org>

**CIFOR is an international and equal opportunity organization.
Staff diversity is central to our success.**