

## Vacancy notice

# Senior Donor Relations and Development Officer

DR/ICMC\_HQ/10

Open to internal and external candidates

**Closing date for receipt of applications: 14 March 2010**

### General description

The International Catholic Migration Commission (ICMC) is an international non-governmental organisation serving and protecting uprooted people – refugees, internally displaced persons and migrants – regardless of faith, race, ethnicity or nationality. ICMC advocates for rights-based policies and durable solutions directly and through a worldwide network of member bishops conferences, and alongside government and non-governmental partners.

ICMC is currently recruiting for the post of **Senior Donor Relations and Development Officer**, which will be based at the organisation's Headquarters in Geneva, Switzerland.

The Senior Donor Relations and Development Officer will be responsible for generating revenue for ICMC through the strategic development, implementation and monitoring of annual and multi-year programmes with various donors including intergovernmental organizations, governments, private foundations and individuals.

S/he will aim to consolidate the structural income of the organization, facilitating the expansion of ICMC programmes in both existing and new fields of activity. The Senior Donor Relations and Development Officer is expected to achieve and manage a grant portfolio of new and expanded grant agreements with a total target value of USD 2-3 million per year.

### Responsibilities and key areas of activity

- Develop a fundraising strategy including annual and multi-year funding targets
- Undertake a mapping exercise for profiling and targeting prospective donors
- Maintain high-level relations with current institutional donors, while developing new strategies for establishing and strengthening partnerships with prospective institutional and private donors
- In close cooperation with senior staff, prepare promotional materials for fundraising purposes, including for existing operational models and with a view to exploring new fields of activity
- Closely follow and monitor the funding priorities and trends of intergovernmental, governmental and private institutions' funding priorities and trends
- Establish a contact database for fundraising purposes and develop the communication tools and strategies to maintain quality relations with these contacts
- Organize an annual donor meeting or similar events with a view to informing existing donors and reaching out to prospective donors

- Negotiate new partnership agreements, in close collaboration with senior staff
- Supervise and monitor ongoing direct mail fundraising efforts
- Complement and support the funding-related work of ICMC liaison and field offices
- Attend donor meetings and plan targeted visits with the Secretary General, the Director of Operations and/or the Head of Policy as appropriate
- Submit reports on progress and future planning

### **Qualifications and key competencies**

- Advanced degree in fundraising, marketing or business management preferred
- 6 years proven experience in institutional fundraising or in relationship-building in relevant management positions
- Proven knowledge and experience working with governmental and foundation donors
- Familiarity with key concepts in the humanitarian and migration fields
- Strong strategic management qualities and diplomatic skills
- Ability to identify key strategic issues, opportunities and risks
- Creative, stress-resistant, result-oriented personality
- Excellent written and verbal communication skills in English; the ability to speak and write French or Spanish is highly preferred; other languages an asset
- Excellent team player and demonstrated ability to work on a small team in a multicultural environment.
- Excellent computer skills
- Ability and willingness to travel

### **To apply**

Interested candidates should submit a detailed *Curriculum Vitae* and letter of motivation to Mr. Johan Ketelers, Secretary General: [recruitment@icmc.net](mailto:recruitment@icmc.net).

Vacancy notice identification number DR/ICMC\_HQ/10 and the applicant's full name must be quoted in the email subject line.

The closing date for receipt of applications is **14 March 2010**. Applications will be evaluated upon receipt and interviews with short listed candidates may be conducted prior to the closing date.

**Given the large volume of applications received, we regret that only applicants short-listed for an interview will be notified.**

*ICMC is committed to equal opportunities for applicants and employees. All applications will be treated in strict confidence.*