**Director of Development**

**Wildlife Justice Commission: Law enforcement and legal experts fighting transnational organised wildlife crime.**

The Wildlife Justice Commission is an innovative, young, mission-driven organisation leveraging the rule of law and the power of investigation to stop the extinction of our wildlife. Our mission is to disrupt and dismantle the transnational, criminal networks trading in wildlife, timber and fish by collecting evidence and turning it into accountability.

The Wildlife Justice Commission is an international foundation set up in 2015 with headquarters in The Hague.

**Role description**

The Director of Development is a Senior Manager and will report to the Executive Director.

This is an exciting opportunity to help a nimble, highly-respected international non-profit achieve significant growth in its financial support. The Director of Development, leading a team and working closely with the Executive Director and other Senior Managers, will help the Wildlife Justice Commission increase its annual budget (currently at about EUR 3.2 million and growing) by expanding its base of foundation funders.

The Wildlife Justice Commission seeks to substantially grow its budget in the coming years. S/he will create and execute the annual fundraising plan and continue to put in place fundraising best practices, systems and structures and support other fundraising efforts as needed. S/he will also help recruit remaining team members, including a Major Donors Officer. S/he will be an integral member of the Wildlife Justice Commission’s senior leadership, involved in the organisation’s overall strategizing and stewardship.

**Tasks & Responsibilities**

- Develop and execute the Wildlife Justice Commission’s annual fundraising strategy and plan;
- Oversee research to continually build the pipeline of foundations and other prospects, including in the US through the organisation’s US charity;
- Start the process of building a Major Donors program;
- In close coordination with the Finance team, prepare budgets and forecasts related to all fundraising activities (should be comfortable with setting annual fundraising goals and have systems in place to benchmark and track activities and progress);
- Report regularly to the organisation leadership on fundraising progress against stated goals;
- Strengthen development infrastructure and systems;
- Oversee donor cultivation events;
- Work with the Communications team and other colleagues to develop appropriate messages and communications channels for various donor audiences;
- Lead the entire organisation to excel in donor/funder cultivation and stewardship;
- Draft and coordinate the preparation of proposals and reports in close collaboration with Executive Director, Finance and Program staff; ensure timely submission of acknowledgements, reports and proposals;
- Assist with strategic positioning of programs and mission;
- Ensure regular communication with donors;
- Play an active role in organisational strategic planning, organisational development and priority setting;
Work closely with colleagues across program areas to maximize organisational and fundraising effectiveness;
Mentor and build the Development team for professional development to contribute and achieve sustained growth of the organisation.

Role Requirements

- Relevant university degree, diploma or equivalent. MBA or other advanced degree desirable;
- A minimum of 6 years of non-profit institutional fundraising experience in progressively senior positions. Experience with Major Donor fundraising desirable;
- Established network in the area of fundraising;
- Excellent writing and oral communication skills in English;
- Commitment to the vision, mission and values of the Wildlife Justice Commission;
- Excellent interpersonal and team-building skills, team player;
- Hands-on approach;
- Ability to work effectively with colleagues based around the world;
- Ability to maintain effective working relationships with people from diverse backgrounds;
- Experience with organisational and program budgets;
- Ability to maintain high standards of ethics, integrity, and professionalism, and to handle sensitive and proprietary information. Demonstrated discretion in dealing with sensitive information;
- Flexible multi-tasker;
- Anticipatory and strategic thinker able to work independently;
- Systematic approach to tasks and overall development operation;
- Excellent time management skills, and attention to detail;
- Computer skills: Microsoft Office, Word, Excel, PowerPoint, knowledge of and facility with donor management databases (including salesforce);
- Willingness and ability to travel on occasion.

We offer you

- A contract for 32-40 hours per week for a period of 12 months with the intention of prolonging the contract;
- A competitive salary package including holiday allowance and pension;
- An international environment, working in English;
- A chance to make a real difference ensuring justice for wildlife.

Application

In order to apply, please submit an updated curriculum vitae and motivation letter (in WORD format please) before June 10th 2020. Applications can be directed to info@duxinternational.com to the attention of Victorine van Manen stating ‘Director of Development’ in the subject line. Should you have any questions please email Victorine.vanmanen@duxinternational.com