



Wildlife Justice
Commission

Wildlife Justice Commission

Law enforcement and legal experts fighting transnational organised wildlife crime.

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

The Wildlife Justice Commission has been very successful in its recent start-up years and is growing quickly. To be able to support this worldwide growth, we have a fulltime position available for a

Fundraising Officer

Full-time or part-time, 32 - 40 hours per week

Position overview

The Fundraising Officer actively contributes to the Wildlife Justice Commission's financial base by supporting the growth and diversification of income from donors within and outside the Netherlands, principally public and private foundations, major donors and governments. The primary responsibility is to research, develop and maintain relationships with foundation and government donors by conducting prospect research and writing proposals, reports and other communications. The officer will track these relationships in the Wildlife Justice Commission's database. The position requires strong research and writing skills and the ability to creatively and persuasively conceptualise concept notes, grant proposals and reports.

The work of the Development Team requires the ability to translate complex, sometimes academic, concepts and approaches into language that is accessible to a variety of different types of audiences. The officer works closely with the various teams at the Wildlife Justice Commission (particularly the Programs Team), to gather information about the Wildlife Justice Commission's programmatic work and to communicate this information and learning to various donor audiences.

Responsibilities

Fundraising

- Support the realisation of fundraising goals together with the Director of Communication and Development.
- Conduct comprehensive prospect research and actively contribute to donor prospecting strategies and plans.
- Conceptualise, research and write concept notes, proposals and reports to active or potential donors.
- Prepare reports and briefings for senior management on institutional donor giving.
- Record donor grant restrictions/preferences and gift acknowledgements in the database.





- Monitor and ensure the timely delivery of information and grant obligations to donors.
- Liaise with Programs Team members to gather and aggregate relevant information, trends and outcome/impact measurements.
- Give input into and implement improved fundraising strategies and systems.
- Interface with the Finance & Services Team on budget preparation and tracking donor restrictions and obligations.

Outreach and Communication

- Coordinate with the Communications Team to ensure that annual reports, newsletters, e-bulletins and other communications tools address the interests and information needs of the Wildlife Justice Commission's donor audiences.
- Build and maintain relationships with donors.

Management and Supervision

- Project management on complex proposal processes that require coordination with other departments and external stakeholders.
- May supervise interns and volunteers.
- May manage relationships with consultants hired on a project basis.

Requirements

Knowledge, skills, and abilities

- Strong commitment to and enthusiasm about the principles and goals of the work of the Wildlife Justice Commission
- Excellent writing and editing skills, research and analytical skills.
- Excellent spoken and written proficiency in Dutch and English.
- Sound judgment, attention to detail, solutions-oriented approach.
- Good communications and interpersonal skills (verbal and written), with the ability to interact with and communicate the work of the Wildlife Justice Commission to people from a wide diversity of backgrounds and cultures.
- Ability to respond flexibly to unanticipated requests and have the interpersonal skills to comfortably interact with donors.
- Ability to work independently as well as to work comfortably and constructively as part of a team.
- Ability to handle a large volume of work, manage and prioritise several tasks simultaneously and meet multiple deadlines.
- Experience with budgeting processes and developing and monitoring budgets.

Education and experience

- University-level education.
- 3-5 years professional experience in fundraising with emphasis on grant writing and proposal development.
- Familiarity with the use of theories of change, logic frameworks or other evaluation and monitoring frameworks.
- Familiarity with policy developments within the field of professional fundraising and awareness of how they are translated into concrete, actionable plans.





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We offer

- A contract for 40 hours per week for a period of 12 months, with possible extension, at our office in The Hague.
- An international environment and working in English.
- Competitive employment conditions.
- A chance to make a difference.

Looking to make a difference for wildlife?

Please email your CV and motivation letter in English by email only to careers@wildlifejustice.org. CVs without motivation letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate "Fundraising and Development Officer" in the email subject line.

To support our objectives, the Wildlife Justice Commission employs staff of many nationalities, cultures, languages, and opinions. This international and diverse character is one of the core values of the organisation, and we therefore seek to sustain and strengthen this diversity, and to ensure equal opportunities as well as an inclusive working environment for our entire workforce.

Deadline to submit applications: 24 August 2022

Please note that only short-listed candidates will be contacted.

