



## **Terms of Reference**

### **Development Coordinator**

MarAlliance is an international non-profit registered in the US, Belize, Panama and Cabo Verde that aims to explore, enable and inspire positive changes for threatened marine wildlife - notably sharks and rays - their critical habitats and dependent human communities. Our remit is broad and ambitious, and we work in three languages and across seven countries encompassed by three regions. In the face of declines in many populations of marine megafauna, these species need a strong, effective and science-based voice to represent them to help dependent partners shape management and conservation strategies and action to reverse declines.

#### **Position summary:**

MarAlliance is seeking a full time Development Coordinator to develop, implement & oversee fundraising. Working with the MAR management team, the Development Coordinator will build new and expand existing relationships to cultivate a network of potential donors. He/she will be expected to create a schedule of fundraising activities securing financial support from individuals, corporations and foundations as well as orchestrating events that promote giving, in order to diversify and maximize revenue streams across multiple countries.

#### **Duties and responsibilities will include but are not limited to:**

1. Work with the Executive Director and Country Coordinators to help steward the current portfolio of government as well as private and corporate foundation donors, and assist in nurturing existing relationships that include personal visits, and regular communications.
2. Work with the ED and staff on the identification, cultivation, and stewardship of new donors with solicitation through visits, proposals and/or other written materials. This includes prospecting and research via databases, websites, and other donor listings; reviewing RFPs and funding opportunities to determine their alignment with MarAlliance programs, and tracking prospects and deadlines through MarAlliance calendar and pipeline grids.
3. Coordinate, write, and edit a significant number of proposals, reports, and letters to institutional and select corporate and individual donors and prospects for broad and program-specific support of MarAlliance. The ability to work to tight deadlines while effectively coordinating multiple inputs from diverse staff is key.
4. Ensure timely and accurate preparation of reports as well as acknowledgment letters for institutional, corporate and individual donors.

5. Plan and manage special events that boost institutional and individual fundraising efforts and provide individual giving support, especially with fundraising events and campaigns (end of year, Giving Tuesday, etc).
6. Meet or exceed set fundraising targets established with the ED and the Board of Directors.
7. Maintain and curate accurate information in donor databases and records.
8. Stay abreast and have a clear understanding of programs and organizational priorities. Be able to represent MarAlliance in a professional manner in meetings with donors and partners.

**Experience, Knowledge, and Skills Required:**

1. Bachelor's degree.
2. 5+ years of experience working with institutional funders.
3. Demonstrated fundraising success across sectors and especially with medium (\$50-100k) to large-size grants (\$500k+)
4. Proficiency in prospect research, cultivation, and relationship management.
5. Excellent composition, editing, and presentation skills with the ability to write effectively in a fast-paced environment with tight deadlines.
6. Written story-telling approaches to fundraising expected.
7. Familiarity with marine science, conservation and the tropics
8. Excellent verbal, interpersonal, presentation, and communication skills expected.
9. Exceptional administrative, organizational, and time management skills.
10. Proven ability to track and synthesize complex information.
11. Ability to develop and manage budgets.
12. Ability to exercise independent judgment; strong decision-making skills, and project management skills.
13. Strong proficiency in Microsoft Office Suite and Acrobat Pro a must.
14. Experience with fundraising databases notably CRM contact/donor relational systems and Wordpress necessary.
15. A good sense of humor and cultural sensitivity are key to work with our light-hearted and highly diverse team.

**Salary and benefits:**

Salary is commensurate with experience. Benefits include paid holidays, flexible hours, internet costs support, professional training, travel, health care support.

**Language:**

English, with fluent Spanish and/ or Portuguese assets

**Location:**

This contract will be remote within the Americas time zones, flexible, full-time and home based with up to 10% local and international travel.

**How to apply:**

Please send resume and cover letter to [info@maralliance.org](mailto:info@maralliance.org) with "MAR-DC\_Last name" in the subject line by **January 15th inclusive**. No calls please.