



Job Announcement

Head of Development

Location:	At Bioversity's Headquarters near Rome, Italy
Reporting to:	Director, Communications and External Relations
Manages:	A part-time Fundraising Manager based in the UK and a full-time assistant based in Rome (additional support staff to be determined with the job holder based on plans)
Job status:	Level - 3 Grade. Initial contract for 3 years subject to a 1 year probationary period
Annual salary:	Circa 77,000 Euros (USD \$98,000) Tax Free. Plus attractive benefits package including a non-contributory retirement plan, housing allowance, medical insurance and relocation and leave provisions

Background

Bioversity International www.bioversityinternational.org is the world's largest organization researching agricultural biodiversity. We strongly believe that agricultural biodiversity can provide key contributions to solutions for global issues related to poverty and hunger, climate change, food insecurity, and environmental degradation. We undertake, encourage and support research and other activities aimed at improving the well-being of present and future generations of people, by enhancing conservation and the deployment of agricultural biodiversity on farms and in forests, with special emphasis on the needs of developing countries. The organization is active in over 100 countries worldwide, and has more than 300 staff working from some 20 country offices. It is one of 15 centres supported by the Consultative Group on International Agricultural Research (CGIAR).

The current annual income of some USD \$40 million is raised primarily from government and other official funding sources, although there is some support from significant private sector funders such as the Gates and Rockefeller Foundations. Bioversity International wishes to build on its UK pilot by establishing a development function with a focus on the private sector - in particular wealthy individuals (HNWIs), trusts and foundations and some corporate sponsorship.

Given the size of the overall marketplace for the causes addressed by Bioversity, and limited market research undertaken and commissioned, it is believed that there is real potential to raise at least \$30m over the next 5 years, and, it is hoped, significantly more. In the context of developing a detailed fund-raising strategy with senior management, the incumbent of this position, will also propose specific annual targets for the Development Unit. We are therefore looking for an experienced, entrepreneurial development professional with a proven track record of securing funding from HNWIs, foundations, and corporations within an international context. The ideal candidate will have demonstrated success in raising annual revenues in excess of USD \$10m.

Purpose of Role

The Head of Development will be responsible for maximising the financial resources inflow to Bioversity International from HNWI, foundation and corporate funding sources. This is a critical fundraising role and the post holder will need to be comfortable dealing at all levels, both within the organisation and externally.

He/she will be expected to make a significant contribution to the creation of a culture of donor engagement within Bioversity, and to be able to represent donor interests to senior colleagues. The Head of Development will be called to participate to Senior Management Team meetings whenever fund raising is on the agenda, or any other matter that relates to or has implications for fund raising is discussed.

Primary responsibilities

Reporting to the Director of Communications and External relations the job holder will have the following key responsibilities:

- Take a leading role in the establishment of a fund raising programme with a focus on the private sector - in particular wealthy individuals (HNWIs), trusts and foundations and some corporate sponsorship.
- Develop detailed strategies, systems and tactics for fundraising, lead and assist others (as required) in the cultivation, solicitation and stewardship processes of potential Bioversity International funders.
- [Contribute to the development of an integrated business planning process involving public and private sector funding.](#)
- Create innovative and attractive donor acknowledgement, reporting and recognition opportunities and ensure that all funding grants are appropriately and promptly acknowledged and recognized and reported back on as required.
- Develop and manage relationships with potential funders, with a special focus on wealthy individuals, foundations and corporates.
- Work closely with the Director General and ensure Board's support to lead and manage the process of developing in detail the strategies and tactics for approaching specific funders, be they corporate, foundations or individual, including:
 - preparing funding proposals and other supporting materials
 - coordinating involvement of both senior colleagues (and possible volunteers/interns)
 - making and supporting personal approaches
 - negotiating agreements
 - following up actions as required, including preparation of reports
 - undertake cultivation of, solicitation from, and reporting to, funders
 - Provide training, coaching and support to Bioversity International staff and Board members so that they can play an appropriate role in supporting fundraising activities
- Oversee the development and maintenance of a database of existing and prospective sources of funds and key contacts in the private sector.
- Develop suitable marketing materials to support fundraising in close liaison with the Bioversity International communications staff and other Bioversity International staff
- Oversee professional and efficient donor management processes including banking and thanking, reporting and involvement of funders in Bioversity International's work, as well as minimizing administrative hurdles for funding grants.
- Produce fundraising policy and procedures as appropriate
- Monitor and report on the success of funder relationships over time,
- Develop, manage and report on the annual income expenditure budgets for fundraising

- Provide regular and appropriate reporting to the Director General and the Bioversity International Board on the fundraising programme
- Participate to Senior Management Team meetings whenever fund raising is on the agenda, or any other matter that relates to or has implications for fund raising is discussed.
- Manage small staff team.
- Provide leadership, management and oversight of the UK fundraising operation

Profile

Experience

- At least 7 years of progressively responsible experience in fundraising or resource mobilisation, including experience at senior level in international, not-for-profit organization.
- A proven track record of successfully raising funds from HNWI and foundations. Evidence of personally securing individual donations funding in the range of USD \$250,000 to USD\$750,000 and above.
- Experience of working at all levels of society, business, and the non profit sector

Skills

- Proven ability to develop and deliver a high level fundraising strategy that meets or exceed fundraising targets.
- Familiar with fundraising networks and resources, nationally and internationally.
- Expertise in developing strong and compelling fundraising cases
- Excellent written and verbal presentation skills, in English. Additional proficiency in other major international languages is strongly desirable
- Expertise in researching and matching prospective funder interest with the organisations programme and funding needs
- Proven effective business planning and project management skills, with the ability to manage and prioritize work to deadlines and meet income targets
- Outstanding communication, presentation and interpersonal skills, with the ability to effectively build relationships at all levels within and outside an organisation
- IT/computer literate using Microsoft packages e.g. Word, Excel and PowerPoint
- Proven staff management skills

Personal Traits desired

- Personal integrity and credibility
- Entrepreneurial flair and creativity
- Innovative and inspirational
- High levels of energy and strategic thinking
- Dynamic, flexible, clear thinking
- Excellent team working ability and the ability to inspire and enthuse others
- Outstanding networking ability and the sensitivity required to manage funder relationships with wealthy individuals, foundation officers and business leaders,
- Ability to effectively interact with people at all levels of society and in a multi-cultural and multi-disciplinary environment
- Values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning, and is committed to staff's development.
- Ability to judge a sensible risk - and take it
- Demonstrable commitment, energy and enthusiasm to drive the organisation forward in its ambitious fundraising objectives
- Belief and commitment to the mission, vision and work of Bioversity International
- Willingness and ability to travel extensively including to visit field projects

Qualifications

- Advanced degree in marketing or fundraising or bachelor degree or equivalent combined with longer work experience.

Terms and conditions:

This is an internationally recruited position for which Bioversity International offers an attractive remuneration package including a competitive salary, non-contributory retirement plan, housing allowance, medical insurance and leave provisions. All benefits are denominated and paid in US Dollars. The initial contract will be for a period of three years subject to a probationary period of one year.

To apply for the post

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to: Diana Ruano at: recruitment@darylupsall.com

Please ensure that they are sent as Word documents with the titles "*your name cover letter*" and "*your name CV*" Please put "*Bioversity International Head of Development*" in the email subject line. Also please let us know where you saw the post advertised.

The deadline for application is Wednesday 6 October, 2010

Interviews will take place in Rome, Italy on 8-9 November, 2010

Bioversity is an equal opportunity employer and strives for staff diversity in gender and nationality. Women and developing countries candidates are encouraged to apply.

All received applications will be acknowledged, but only short listed applicants will be further contacted.

Bioversity International, Bioversity for short, is the operating name of the International Plant Genetic Resources Institute (IPGRI) and the International Network for Improvement of Banana and Plantain (INIBAP). With our partners, we undertake research aimed at improving people's lives through the use and conservation of agricultural biodiversity.