



Membership and Supporters Officer

Job announcement

Job Title: Membership and Supporters Officer

Location: Home base is the Global Office in Ede-Wageningen, The Netherlands
alternative locations and arrangements can be considered.

Reports to: Head of Resources

Salary: €58,800 – €64,800 euros - negotiable dependant on experience

Background

[Wetlands International](#) is a worldwide, non-profit organisation with more than 60 years of experience. Wetlands occur wherever water meets land. They exist in every country and in every climatic zone, from the Polar Regions to the tropics, and from high altitudes to dry regions. Wetland types include mangroves, peat-lands and marshes, rivers, lakes, deltas, floodplains and flood forests, rice-fields, and even coral reefs. Wetlands International is the GoTo organisation on wetlands worldwide. We enable governments, businesses and civil society to safeguard and restore wetlands, contributing to the Global Goals 2030.

The vision of Wetlands International is: "a world where wetlands are treasured and nurtured for their beauty, the life they support and the resources they provide". We have operated as a global network since 1996 and are the leading not-for-profit organisation dedicated to the conservation and restoration of wetlands. Wetlands International is a science-based organisation and trusted partner of local communities, governments and the private sector, with expertise in managing water and wetlands for people and nature.

There are 20 offices that share the name and brand 'Wetlands International' and implement a joint 'Strategic Intent'. The organisation has its Global Office in Ede-Wageningen (Netherlands). Our offices are mostly in southern countries, where change in wetland status is most needed. Our office network has a common purpose and direction, while having local identity and maintaining their own partners and relationships with donors. Together, we are able to anticipate threats and opportunities and adjust course accordingly, like a flotilla of small boats, moving in concert to optimise impact.

Purpose of Role

This is a new role and the incumbent will be responsible for devising and implementing the first Membership and Supporter strategy for the organisation, mobilising and coordinating across the network, to successfully increase our membership and supporter base.

Our Members are national governments and NGOs who share and support our goals and contribute financially through annual dues to the Wetlands International Association. Members collaborate with us to safeguard and restore wetlands. Our Members join because of their commitments to improve the status of wetlands and because they value the role that Wetlands International plays in this regard. They are recognised as a formal part of the organisation and have a light governance role, approving our 10 year strategy. We engage with members on issues and initiatives of common interest – policy agendas, wetland assessments, science and facilitating practical action.

Our Supporters are individuals and corporates who make a regular financial or in-kind contribution to Wetlands International. We also have Sponsors who support our activities or events, either financially or in kind. Our Supporters and Sponsors greatly contribute to our efforts to inform the public about the importance of wetlands for people and nature.

The Membership and Supporters Officer is expected to deliver a minimum additional income target of €500k in the first twelve months, building on an already existing non-project income of approximately €1 million euros in 2018, it is expected that the incumbent will reach more ambitious annual targets in the following years.

Working Relationships

Internal: CEO and Management Team, Programme Leadership Team, Communications and Advocacy Team, Resource Development Coordinator, Heads of Office and Supervisory Council/Board of Association.

External: Members, Supporters, Sponsors and other key stakeholders.

Primary responsibilities

- Develop our Membership and Supporter Strategy including activity plans and KPI's;
- Grow our Wetlands International Membership, working with the CEO, network offices, Supervisory Council and other associates, through identifying and cultivating new members;
- Steward and manage Wetlands International Members including overseeing the administration of the payment schedule;
- Identify, research and cultivate existing and new prospects for our Supporter Base; raising income from High Net Worth Individuals, Corporates and Sponsors against set targets;
- Steward and manage our Supporter Base including acknowledging donations and providing recognition;
- Coordinate and oversee our annual events, visits and meetings for our members and supporters;
- Assist in preparing plans and reports according to our annual planning cycle;
- In collaboration with the Resource Development Coordinator, create donor profiles, manage our donor database and document relationship management information;
- In coordination with the Resource Development Coordinator and Communications Staff, collect and produce a case for support, case studies and other donor communications and marketing materials;
- Support the CEO and other senior staff in nurturing and maintaining relationships with Members and Supporters;
- Represent Wetlands International at external events within the Netherlands and overseas as and when required.

Profile

The successful candidate will identify with Wetlands International's mission and vision and have demonstrated experience in fundraising and relationship management with private donors and corporates in comparable organisations. S/he will have active networks in Europe and internationally, will be a creative and pro-active leader, able to hit the ground running and engage and mobilise others to act.

- A university degree or equivalent professional experience.
- At least 5 years of experience of fundraising with an substantive track record of acquisition and retention of different types of donors especially High Net Worth Individuals and Corporates in comparable organisations, working in an international context.
- Proven experience of reporting to and meeting set targets.
- Ability to write clearly and persuasively to a wide range of different donors.
- Effective interpersonal skills with a customer-orientated style.
- Excellent networking and influencing skills.
- Excellent communication (written and oral) and presentation skills with fluency in English.
- Proven organisational, prioritisation and time management skills.
- Confident self-starter who can work well independently but also across cultures, teams and geographies.
- Excellent IT skills including good knowledge of Microsoft Office.
- Ability to undertake travel within the Netherlands and overseas when required.
- Familiar with the Central Bureau on Fundraising codes of practice.

Desirable skills and experience

- Experience in working in an international NGO.
- Experience in working in a knowledge-rich, technical or science-based organisation.
- Experience in working with NGOs and governmental agencies.
- Existing donor networks relevant to Wetlands International.
- Event Management experience.
- Experience of managing legacy income.
- A good understanding of marketing and PR.
- Additional language skills – particularly French, Spanish and / or Dutch.

How to apply

To apply for the post, please send a letter of application stating the skills and approach you would bring to the role, along with your CV/resume in English in strict confidence BY EMAIL ONLY and in MS Word format, to Zoe Oldham at zoeoldham@darylupsall.com.

Please ensure that documents are sent with the titles "***your name cover letter***" and "***your name CV***" and state "**Membership and Supporters Officer Wetlands**" in the email subject line. Please let us know, in your covering email, where you found out about the post.

Deadline for applications: Sunday 3rd of March 2019