Donor Relations Specialist

The International Maize and Wheat Improvement Center, known by its Spanish acronym, CIMMYT®, is a not-for-profit research and training organization with partners in over 100 countries. Please refer to our website for more information: www.cimmyt.org

We are seeking a dynamic, self-motivated and service-oriented professional for the position of Donor Relations Specialist that will support the effective coordination of donor relations at CIMMYT.

The position will be based at CIMMYT’s Main Campus in Texcoco, State of Mexico (located 45 km northeast of Mexico City, Mexico), but will interact with other CIMMYT offices around the world on a regular basis.

Specific duties:
- Gather, analyze and share information on donor intelligence, potential projects and best practices for preparing compelling and effective proposals.
- Coordinate the identification of new projects and funding opportunities.
- Coordinate communications and engagement activities with donors.
- Create and maintain a constituency relationship management database and records.
- Measure and evaluate fundraising progress.
- Support the development of a fundraising strategy and plan for the organization under the leadership of the Senior Manager, Project Management, and in partnership with key colleagues across the organization.
- Foster relationship with Director General’s office, Program Directors, Project Leaders, and the Communications Unit.

Required academic qualifications, skills and attitudes:
- Graduation with a master’s degree from a well-recognized university in a discipline relevant to the position.
- Experience in:
  - Gathering, analyzing, and sharing donor intelligence for large (e.g., more than 500 employees) and complex organizations.
  - Conducting market/business analysis to identify potential projects for large and complex organizations.
  - Preparing compelling and effective proposals, preferably related to research for development and/or development projects.
  - Creating and maintaining constituency relationship management databases and records, with Salesforce experience desirable.
  - Providing guidance on managing donor relations and preparing compelling and effective proposals.
  - Providing advice and recommendations to managers (and preferably to executives) on managing donor relations and coordinating funding opportunities.
- Knowledge:
  - Best practices and fundraising principles for non-governmental organizations.
  - Major donors involved in supporting research for development and/or development activities in Africa, Asia and Latin America and their respective funding channels.
- Competencies:
  - Interpersonal skills.
  - Service orientation.
  - Pragmatism.
  - Reliability.
  - Analytical skills.
  - Ability to synthesize complex information from various sources.
  - Oral and written communication skills in English, with Spanish language skills desirable.

The position is for an initial fixed-term for three (3) years, after which further employment is subject to performance and the continued availability of funds. CIMMYT’s internationally competitive salary and benefits include housing allowance, car, comprehensive health and life insurance, assistance for children’s education, paid vacation, annual airfare, contribution to a retirement plan, and generous assistance with relocation shipment.

Candidates must apply here for 16812 Donor Relations Specialist by clearly indicating how they meet each of the education and experience criteria for this position in their cover letters. Using each of the education and experience criteria as headers, provide clear and concrete examples of where, when, and how they obtained the experience. Incomplete applications (CV and Cover Letter) will not be taken into consideration. For further information on the selection process, please contact Daniel Ixtla, at d.ixtla@cgiar.org

Screening and follow up of applications start on Friday, 11 March 2016. This position will remain open until filled.

Please note that only short-listed candidates will be contacted. CIMMYT is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity. Women are encouraged to apply.