

**INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)
VACANCY ANNOUNCEMENT No. 93**

(DEADLINE FOR APPLICATION: 31 January 2025)

Position/Title	Level (Grade)	Duty Station	Date for Entry on Duty	Duration of Assignment
International Fundraising Executive	Contract assignment	Remote position	1 March 2025	FIXED TERM: ONE YEAR (RENEWABLE)

1. ABOUT THE ROLE

This is a hybrid role responsible for building institutional fundraising capacity for the ITTO *while* pursuing funding from OECD DAC and other donors. It is an unusual but necessary combination to enable the organisation to exceed historical budgetary limitations from annual assessed and voluntary contributions from Members (dues/fees) and a changed donor environment over the last ten years away from unrestricted/core grants.

The organisation is operationally in a solid position to enable this new capability, with an exceptional history of internal grant management (with an excellent and comprehensive database from which to pull examples of past performance), and a well-informed and motivated senior leadership team enthusiastic about and supportive of institutional fundraising. ITTO is also well-positioned internationally with numerous international accreditations at the UN level, and an extensive membership comprising both donor and developing countries.

That being said, this role will also be the internal champion for an expansion of funding into the bi- and multilateral space with the changes and implications those entail. The successful candidate will be required to lead on internal liaison, engagement, and confidence-building among select organisational personnel and members less familiar with the external fundraising process.

ITTO's Secretariat is based in Yokohama (near Tokyo), Japan, but this role is open to candidates working remotely from locations well-suited to facilitate engagement of OECD DAC and other donors (e.g. Brussels, Geneva, London, Paris) and existing, experienced, major contractors with established relationships to them. Periodic travel to the ITTO Secretariat or other related travel will be required, either as part of the induction and training process, or for fundraising-related events and/or assignments.

2. DUTIES AND RESPONSIBILITIES

Key Responsibilities - External

- Analyse the pipeline of relevant funding opportunities from bilateral and multilateral donors (primarily OECD DAC) and identify priority contracts for development;
- Identify likely incumbents and/or prime contractors with whom to build relationships and position ITTO as a delivery partner (subcontractor) in bidding consortia;
- Develop – in conjunction with internal subject-matter specialists – narrative and technical proposal/s content specific to target opportunities;
- Develop – in conjunction with internal finance and admin specialists – budget and costs proposal/s content specific to target opportunities;

- Coordinate compilation of additional content for proposal submissions, including past-performance/quals, CVs of key personnel, and institutional documentation;
- Lead organisational engagement in consortium negotiations, pre-positioning with funders, outreach to local partners, and early market engagement as required;
- Bridge handoff of relationships after funding award to ITTO technical and administrative staff, ensuring careful transition from development to implementation of projects;

Key Responsibilities - Internal

- Design internal capacity-building plan, including operational requirements, staff training, and wider organisational outreach;
- Build organisational 'menu' of service lines consistent with development opportunities from bi- and multilateral donors (environmental and economic development);
- Generate a library of past-performance (quals) summaries of previous ITTO projects for each service line in formats consistent with OECD DAC and other donor requirements;
- Lead the development and population of a database of key internal personnel, ITTO Member specialists, and a diverse range of potential consultants for bid submissions;
- Coordinate the collection of statutory organisational documentation likely required for bid submission (audited accounts, registrations, legal status, and so on);
- Solicit and collate 'pre-positioned' letters of support/engagement from ITTO Members to demonstrate organisational reach and access in early bidding stages;
- Develop – in conjunction with internal finance and admin specialists – personnel and organisational rate sheets (including burdened and broken-out indirect costs);

3. QUALIFICATIONS AND EXPERIENCE

Qualifications – Required

- Successful fundraising experience from major OECD DAC/other donors (EUR/USD/GBP 1 million+/year over multiple years) in the environmental/development sector;
- Active engagement in building multiparty coalitions for institutional funding bids (whether as a prime or subcontractor) and negotiation of roles/status/budget;
- Demonstrable leadership, building/growing an institutional fundraising capacity within an international governmental or non-governmental organisation;
- Experience managing internal liaison, training, and change management projects engaging a wide range of international stakeholders;
- Relevant academic, professional, and/or lived experience in tropical regions (whether the Americas, Africa, and/or Asia) and familiarity with current environmental issues;
- Working (native equivalent) fluency in English and demonstrable experience in writing and speaking at a professional level relevant to international negotiations/bids;

Qualifications – Desirable

- Fluency in French, Spanish,;
- Experience working in or engaging with UN agencies, major international NGOs, OECD DAC donors, the EU, and/or government institutions related to environment, trade, or commodities;
- Academic qualifications in international relations, business and management, international development, marketing, international finance or law;

4. **SALARY AND REMARKS**

Please indicate your all-inclusive (lump sum) fees in USD against the deliverables listed above. If there is a need for business travel, the travel costs will be covered by ITTO separately. ITTO selects the individual based on best value for money.

Payment of professional fees will be based on submission of agreed deliverables. ITTO reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the ITTO’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and relevant ITTO policies. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract.

5. **APPLICATION**

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent by email to vacancy@itto.int no later than 31 January 2025.

Please note that only applicants who are short-listed will be contacted.