

## **Fundraising Officer Job Description**

The Fondo de Conservación El Triunfo (FONCET) and El Triunfo Conservation Foundation (ETCF) are sister organizations committed to conserving ecosystems in Chiapas and Oaxaca while promoting the social development of local communities. While their conservation efforts are primarily centered on protected natural areas, they also extend to surrounding regions to enhance ecological connectivity.

To achieve their mission, both organizations actively seek donations from national and international entities, as well as individuals committed to making a positive impact on the natural environment.

Given the complexity and competitiveness of fundraising, it is crucial to have a dedicated professional who can develop and implement an effective resource mobilization strategy. The Fundraising Officer will develop and implement strategies to secure funding, ensuring the financial sustainability of the organization while expanding conservation efforts and community impact in Chiapas and Oaxaca. This role requires cultivating and managing relationships with current and prospective donors, aligning their philanthropic interests with the mission of FONCET and ETCF.

### **Job Description**

The Fundraising Officer's purpose is to promote the organization's sustainability, consolidating and reinforcing conservation and sustainable development efforts in Chiapas and Oaxaca.

### **Profile**

- Candidates should have a degree in economics, business administration, social sciences, or a related field. They must be comfortable communicating ideas related to biodiversity conservation in a clear and engaging way.
- At least three years of experience helping non-profit organizations grow through improved fundraising strategies, donor engagement, or organizational development.
- Proven experience in designing and managing Membership Programs, Major Donor Programs, and lead management systems, with a strong emphasis on hands-on implementation.
- Fully bilingual in English and Spanish.

## Main Functions and Responsibilities

- Work closely with the Executive Director to develop and implement the fundraising plan, manage donor relationships, and oversee a diverse portfolio of supporters, including individuals, corporations, and foundations.
- Develop and manage internal processes such as lead tracking, maintaining a key stakeholder database, and supporting the ETCF and FONCET boards in fundraising activities.
- Collaboratively work with teams in multi-organization collaborations.
- Coordinate and oversee fundraising events.
- Oversee a portfolio of prospective and current donors, including individuals, corporations, and foundations.
- Foster positive and enduring relationships among internal and external stakeholders.
- Develop and implement strategies to enhance community involvement in fundraising activities.

## Must-have qualifications

- Direct experience in creating fundraising programs.
- Exceptional verbal and written communication skills in both English and Spanish.
- Strong analytical and synthesis skills.
- Excellent interpersonal skills, participation processes, and alliance-building ability.
- Sensitivity and interest in nature conservation and social development activities.
- Strong commitment to donor engagement, ensuring timely and professional responses to all inquiries.
- Proactive and creative thinker with strong organizational skills and the ability to prioritize, execute plans, and meet goals.
- Strong attention to detail, with high levels of personal and professional organization.
- High level of integrity, a strong work ethic, confidence, and a sense of humor.
- Comfortable working in remote field settings, which may occasionally involve camping for up to six days.

## Additional Requirements

- Knowledge of the US-Mexico Tax Treaty and non-profit regulations.
- Proficiency in software such as Word, Excel, DonorPerfect, QuickBooks, Mailchimp, Constant Contact, and database management.
- Comfortable using Artificial Intelligence.
- Experience managing a major donor program and lead management across different organizations.
- Familiarity with Southern Mexico's culture and biodiversity.

## Responsibilities include but are not limited to:

### 1. Support for Fundraising Processes

- o Develop and implement effective fundraising strategies to ensure organizational sustainability.
- o Cultivate relationships with potential donors, both institutional and individual, fostering a strong network of supporters.
- o Create compelling fundraising campaigns and events to engage donors and raise awareness about the organization's mission.

### 2. Strategic Planning for Fundraising

- o Collaborate with key stakeholders to identify emerging opportunities.
- o Facilitate coordination between the Executive Director and the boards of ETCF & FONCET to align missions and goals, ensuring a unified vision.
- o Coordinate with the Executive Director to implement and track the Fundraising Plan.
- o Achieve the goals set out in the fundraising work plan.

### 3. Communication and Collaboration

- o Enhance internal and external communication channels to ensure transparent and effective information flow.
- o Develop and implement communication strategies that highlight the organization's achievements, goals, and impact, both within and beyond the conservation community.
- o Generate effective internal institutional communication processes to strengthen cohesion between ETCF and FONCET.
- o Build a network of ambassadors to promote the work of FONCET and ETCF both in Mexico and internationally.

## Application Requirements

Interested candidates should submit:

- 1) **Cover letter:** clearly explaining motivation for applying, how your skills align with the position, and provide examples of past successes in fundraising or related areas. Include your desired salary range.
- 2) **Resume (CV):** highlighting relevant experience and qualifications. Including three references.
- 3) **Writing sample:** such as a fundraising proposal, donor communication piece, campaign strategy, or a similar document you have previously prepared that demonstrates your ability to communicate effectively in a professional setting.

Applications should be sent to [arivera@fondoeltriunfo.org](mailto:arivera@fondoeltriunfo.org), [claudiavirgen@chiapas.net](mailto:claudiavirgen@chiapas.net) and [cuaron@gmail.com](mailto:cuaron@gmail.com) by July 6th at 23:59 (CDMX time) using "Fundraising Officer-your name" as the subject line. Only complete applications will be considered.

The **selected candidate** must provide the following documents for the contract:

- Official current identification: if you have residency in Mexico, you may include your INE or professional license. Passport if you are a foreigner.
- CURP (Clave Única de Registro de Población - Unique Population Registry Code).
- Copy of professional degree and professional license (cédula profesional) or a minimum of 5 years of proven experience .
- Tax Situation Certificate (Constancia de Situación Fiscal) issued no more than three months prior
  - If residing in Mexico: RFC issued by the SAT.
  - If residing abroad: equivalent document proving your tax status (RFC/TIN/NIF/W-8BEN, depending on the country).
- Proof of address issued no more than three months prior, can be from the country of origin or current residence.
- Bank statement cover page showing bank details (CLABE/SWIFT code for international payments).
- Tax Compliance Opinion (Opinión de Cumplimiento de Obligaciones Fiscales - 32D) if mexican.
- Proforma invoice or preview of a tax receipt:
  - If residing in Mexico: CFDI.
  - If residing abroad: a valid invoice in your country.

**Immigration requirements (if residing in Mexico):**

- Possess a work permit in Mexico issued by the National Immigration Institute (INM).