

## Seas At Risk is looking for a DEVELOPMENT OFFICER

Seas At Risk (SAR) is an umbrella organisation of environmental organisations from across Europe, working together to ensure that life in our seas and oceans is abundant, diverse, climate resilient, and not threatened by human activities. Our mission is to promote ambitious policies for marine protection at European and international level. With over 30 members representing the majority of European countries, Seas At Risk speaks for millions of citizens that care deeply about the health and well-being of seas and oceans.

Headquartered in Brussels, Seas At Risk has strong connections with the European institutions and with the UN and regional bodies responsible for seas and oceans, as well as with other like-minded organisations in Europe and around the world. This, together with our expertise and solid membership base, makes Seas At Risk a powerful voice, championing the cause of healthy seas and oceans for over 30 years.

The SAR Secretariat currently comprises 17 staff members and 2 interns. We are a diverse team but share a passion for the sea. We are currently working on issues as diverse as marine protected areas, fisheries, deep-sea mining, shipping, marine litter and EU-level marine environment policies.

More information at: [www.seas-at-risk.org](http://www.seas-at-risk.org)

### The role

SAR is seeking a development officer to support and further develop our fundraising efforts and donor relations (institutional funders, esp. European Union LIFE programme, and philanthropic foundations). The development officer will work across the organisation in close collaboration with the policy teams and communication team, under the supervision of the Operations Director.

### Main responsibilities

- In coordination with the executive director and other relevant staff, develop a resourcing strategy and implement it.
- In coordination with the Executive/Policy Director and project leaders, maintain relationships with existing donors and respond to their requests regularly.
- Do donor prospect research, monitor donor websites and identify and inform donor opportunities matching the work of the organisation and assessing new opportunities and monitoring existing ones.
- In coordination with the relevant project leaders, support tracking project progress ensuring relevant staff are aware of benchmark dates and reporting requirements.
- Work closely with project teams to contribute to high quality funding applications, “Letters of Inquiry” and concept notes in accordance with donor guidelines, in an effort to secure funding.
- In coordination with the relevant staff, ensure an effective management of the grant application processes.
- Develop a reporting process and support project reporting to donors.
- Contribute to overall organisational development and other SAR work areas when needed.

## Qualification, experience, knowledge

- A master's degree in a related subject.
- At least 2 years of experience working in a similar fundraising role.
- Proven experience of writing successful funding applications.
- Experience in developing and implementing a fundraising strategy.
- Strong ability of building and maintaining donor relations.
- Excellent copywriting and editing skills and an ability to communicate complex subjects simply and persuasively.
- Experience in developing and monitoring budgets is desired
- Proficient in English, other additional languages an advantage.
- Ability to prioritise and manage a varied workload often to tight deadlines.
- Experience in an international (EU) NGO preferred.
- Experience with EU funding, in particular with the LIFE programme, is an asset.
- Knowledge of the (environmental) philanthropy landscape
- A passion for the ocean and environmental conservation, and a demonstrable understanding of environmental issues.

## Competences

- Good communicator and negotiator, capable of dealing with a wide range of people
- Team player and able to work independently as well
- Output oriented, proactively seeking out solutions and taking initiatives
- Committed to quality
- Strong organisational ability
- Flexible

## What we offer

Seas At Risk offers the opportunity to work in a growing NGO with a stimulating, informal, flexible and multicultural working environment, with an attractive salary package.

The post is based in Brussels, full time, to **start as soon as possible**.

## How to apply

Send the following to [secretariat@seas-at-risk.org](mailto:secretariat@seas-at-risk.org) with in the subject line 'development officer':

- a completed self-assessment form;
- a cover letter explaining your motivation and how you meet the job requirements;
- your CV.

**Applications will be reviewed on a rolling basis, so better submit as soon as possible.** Final deadline for applications is **Sunday 25 September 2022**.

Only candidates selected for interview will be contacted. Thank you for your understanding.

**SELF-ASSESSMENT FORM- PLEASE, READ THIS CAREFULLY:** Before submitting your application take time for a self-assessment according to the criteria we think are important for this position. We encourage you to be honest in this exercise, as this self-assessment will help you to evaluate if this position is for you. **Please include the self-assessment along with your application. Applications without the self-assessment scorecard will be automatically rejected.**

Please score each criterion from 0 to 3 (0 = not at all; 1 = rather not; 2 = yes, partly; 3 = yes, absolutely). Then add up the scores to obtain the total.

Criteria	(Score: 0 = not at all; 1 = rather not; 2 = yes, partly; 3 = yes, absolutely)	Score
1	I share the values Seas At Risk promotes. I want to make a difference and work for the conservation of the marine environment.	
2	I have experience in writing successful fundraising applications.	
3	I have experience with institutional funders, including the European Union	
4	I'm familiar with the (environmental) philanthropy landscape	
5	I have experience in developing and implementing fundraising strategies.	
6	I have excellent written and verbal communication skills in English, and an ability to communicate complex subjects simply and persuasively.	
7	I'm flexible, and able to adapt to changing circumstances (e.g. multiple assignments, working under pressure, responsiveness to requests, follow-up of decisions)	
8	I have a strong ability to build and maintain donor relations	
9	I take initiative, and approach problems with a sense of ownership and enthusiasm	
10	I have a good general education, such as a university degree or equivalent.	
11	I have experience with developing and monitoring budgets	
12	I'm motivated, able to work and live in Brussels, available to travel for work occasionally.	
TOTAL		

**Before submitting your application, please answer the following question and you will know if you should apply for this position:**

Question	Answer
Is your total score more than 24?	YES: We are happy to receive your application. NO: Unfortunately, your profile doesn't match our criteria, good luck finding a suitable position.