

## HCSA Development Manager Position

### About the High Carbon Stock Approach

The [High Carbon Stock Approach](#) Steering Group (HCSA SG) is a membership-based, multi-stakeholder initiative with a mission to end commodity-driven tropical deforestation by providing land managers with practical, credible, and inclusive tools for land use planning. The HCSA SG and the application of the [HCSA Toolkit](#) are supported by the [HCSA Secretariat](#) which is an internationally based team with its main office in Kuala Lumpur, Malaysia.

### About the position

Working closely with HCSA's Executive Director and the Fundraising Task Force, the Development Outreach Manager will be mainly responsible for developing and supporting the implementation of HCSA's fundraising strategy and programme to achieve HCSA's [Strategic Business Plan \(2021 – 2025\)](#) goals.

This position is an exciting opportunity to work with an international multi-stakeholder initiative supported by Non-Governmental Organisations (NGOs), smallholders, communities, agricultural and forestry commodity production companies, consumer good companies and international initiatives and schemes to support the HCS Approach(s) reach and impact in tropical forests.

### Responsibilities:

- Lead, in cooperation with the HCSA Executive Director and Fundraising Task Force (FTF); the development and execution of an updated HCSA fundraising strategy to grow its donor support and funds to support HCSA's Strategic Business Plan ambitions.
- Conduct due diligence on all prospect donors and supporters to ensure HCSA fundraising and reciprocity of funds are managed ethically and credibly and in align with HCSA's fundraising policy.
- Identify, build, and cultivate relationships with potential and existing donors and supporters.
- Prepare, support, and write funding proposals in coordination with the HCSA Secretariat, FTF and/or members, and regularly report status applications and discounted revenue to HCSA Executive Director and Executive Committee
- Support and maintain HCSA fundraising information management system to record donor contact, activities, and preference information to ensure HCSA fundraising records are comprehensive and up to date to support the best tailored strategies for targeted donors.
- Regularly monitor, register, and report progress on fundraising outreach and activities to donors, HCSA members and other relevant parties to build awareness of HCSA's impacts and key developments and to peak interest and secure support from targeted funders.
- Lead the management of HCSA grant management systems with relevant HCSA Secretariat staff, members, and partners to ensure grant activity progress and financial management is well managed and reported upon.
- Lead the annual review and revision of fundraising plans to ensure HCSA's fundraising plans and strategy are successful.

## Qualifications

- At least 5-7 years of development/fundraising working experience.
- A proven track record of developing and implementing successful development programs for not-profit organisations.
- Experience and/or knowledge related to land use conservation, management and commodity production systems and natural resource management certification schemes and/or initiatives is an asset.
- Excellent project management skills including excellent time-management, problem-solving and organisational abilities.
- Excellent communication, interpersonal and presentation skills.

## Highly Desirable

- Work experience with multi-stakeholder initiatives including through consensus decision-making processes.
- Excellent verbal & written communication skills in English; Indonesian/Spanish/ French is an advantage.
- Highly developed interpersonal and team working skills, as well as proven ability to operate in a multi-cultural environment.
- Ability and willingness to travel locally and internationally.
- Experience of working in Latin America, West and Central Africa, or Southeast Asia would be valuable.

## Pay, terms and conditions<sup>1</sup>

The HCSA will offer a competitive rate for this role. Benefits and other conditions of engagement will be discussed and negotiated with short-listed candidates, based on the type of contract agreed, as well as the experience and background of the candidate.

## Location

The location of the role is flexible, but to facilitate smooth daily interaction with the HCSA Secretariat in the Netherlands and Malaysia KL, it would be ideal if the candidate is located in a time zone that can accommodate these regional time zones.

## Duration and review

The role offered preliminary is a 16-month fixed contract, with a mutual break clause and performance review of six months. Ideal starting date is 15 October 2021.

## HOW TO APPLY

Please apply directly to the HCSA Secretariat with your resume and cover letter via [info@highcarbonstock.org](mailto:info@highcarbonstock.org), **by 16 September 2021**.

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<sup>1</sup> Subject to the final approval of funding.