



Associate Director - Foundations, Organisations and Institutions (EMEA)

Habitat for Humanity International (HFHI) is currently recruiting for the following leadership opportunity to manage its complex work with foundations, organisations and institutions (FOI) in Europe, Middle East and Africa (EMEA).

JOB TITLE: Associate Director - Foundations, Organisations and Institutions (EMEA)
REPORTS TO: Director of Resource Development (EMEA)
SALARY: Competitive salary and benefits package in the not-for-profit market.
Relocation assistance available for eligible candidates moving to Bratislava.
LOCATION OPTIONS: Bratislava, Slovakia strongly preferred; Belgium possible (see below)

BACKGROUND:

Habitat for Humanity www.habitat.org partners with people in your community, and all over the world, to help them build or improve a place they can call home. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. With your support, Habitat homeowners achieve the strength, stability and independence they need to build a better life for themselves and for their families. Through our 2020 Strategic Plan, Habitat for Humanity will serve more people than ever before through decent and affordable housing.

The **Associate Director - Foundations, Organisations and Institutions** is a front-facing fundraiser, responsible for the development and implementation of the overall FOI strategy in the region **Europe Middle East and Africa (EMEA)** www.habitat.org/emea for securing new and renewed grant funding in support our mission. This high-level, experienced fundraiser works closely with a broad spectrum of stakeholders to maximize fundraising opportunities and leverage funding primarily through large, EMEA-based institutions (bi- and multilateral), foundations and donor organisations (including governments, EU, ECHO, development banks, UN agencies, NGOs, etc.) to meet revenue targets in accordance with the strategic plan. This highly-motivated and successful fundraiser will aim to meet an income target of approximately \$7-10M annually, increasing to \$20M annually in three years' time.

Our ideal candidate is a hard-working networker who is motivated by setting and reaching goals, and has sharp problem-solving skills. S/he has successfully acquired and managed multi-year EU grants worth at least \$1M, is passionate about humanitarian causes, and can easily navigate many levels of professional relationships in order to leverage more support. This person has managed fundraising staff and is eager to mentor and coach a growing team.

KEY RESPONSIBILITIES:

- Manage and deliver on the implementation of the current FOI portfolio of US \$7-10M annually and increase to \$20M annually in three years.
- Develop and maintain an EMEA-wide external network and relationships with potential FOI donor organisations that align with strategic priorities, and maintain the FOI prospect management master database.
- Effectively lead collaborative process with key stakeholders (national organisations, partner organisations, area office, US headquarters, finance, program and communications teams) to draft proposals for major grant applications.
- Ensure all grant concept papers, proposals and other materials align donor requirements and interests with organisational funding priorities.
- Support the grant reporting process in accordance with HFHI's global grant management protocols and structure to ensure reporting requirements are met in a timely fashion and in full compliance with the donor's reporting standards, including HFHI finance and legal departments, to ensure grant agreements, acknowledgements and payments are processed on time and accurately.
- Develop and/or support and maintain all systems necessary for successful FOI fundraising in EMEA, in accordance with HFHI's global standards, policies and protocols.
- Supervise the involvement of external contractors, such as grant writers, interns, and/or FOI staff.
- Direct all aspects of administration for the FOI function including budgeting, key performance indicators and metrics, and related processes.
- Develop strong collaborative relations with the US headquarters resource development teams and other area offices, especially the FOI teams.
- Support and mentor the area office team in the grant development process.

REQUIREMENTS:

- Bachelor's degree.
- Minimum of 6-10 years of related experience, including a proven track record of acquisition and management of complex, six-and seven-figure, multi-year grants, including European Union grants.
- Experience in fundraising strategy development.
- Demonstrated success in completing multiple projects concurrently while balancing competing priorities; ability to meet deadlines.
- Outstanding oral and written communication skills in English with excellent interpersonal, presentation and negotiation skills.
- Excellent team building skills and eagerness to mentor a growing team; experience training and guiding colleagues in other offices.
- Highly collaborative and solutions-oriented with a commitment to delivering excellent internal and external customer service.
- Strong attention to detail and organisational skills.
- Computer literate; able to effectively use word-processing, spreadsheet, database and project software.
- Able to travel internationally up to 30%.

PREFERRED:

- Brings existing relationships with the top funders in the following sectors: housing/shelter, community development, and international affairs/human services.
- Working knowledge of customer relations management (CRM) system.
- Knowledge of and passion for Habitat for Humanity's worldwide mission.
- Language skills in other major European languages.

LOCATION OPTIONS:

1: Bratislava, Slovakia (preferred).

Ideally, we strongly prefer to have this position based in Bratislava, Slovakia, which is a small, beautiful city in the heart of Europe. We have one of our regional offices here, as well as many of the fundraising team members. The cost of living is low and there are some wonderful places to visit close by such as Vienna (1 hour), Budapest (1 and a half hours), Prague (2 and a half hours), the Tatra mountains (2 and a half hours), the Alps (2 hours) as well as numerous other attractions.

The city itself is very easy to get around, has all the facilities you need and a lot of green open areas to relax in in the summer. The summers have Mediterranean temperatures with a lot of lakes to swim in and the beach of Croatia only 4 hours away by car. The winters are snowy with skiing and ice-skating readily available. Relocation to Bratislava would be provided to eligible candidates.

2: Brussels, Belgium

We are open to considering Belgium as an alternate location for this position. Candidates who would be based in Belgium would not be eligible for relocation. Candidates for this location must also already have permission to work in the EU.

HOW TO APPLY:

To apply for the post, please email a letter of application stating the skills and approach that you would bring to the post, and your suitability for this role, along with your CV/resume (no photos) in English in strict confidence **BY EMAIL ONLY** to Zoe Oldham at zoeoldham@darylupsall.com

Please ensure that they are emailed as Word or PDF documents with the titles “*your name cover letter*” and “*your name CV*”. Please put “HFH Associate Director FOI” in the email subject line and state how you found out about the job announcement.

This is a rolling process and applications will be evaluated upon receipt. For candidates that are selected for the next stage of the recruitment process we anticipate Skype interviews taking place beginning in February and in person interviews in Bratislava, Slovakia in March 2018.

FINAL deadline for applications: Sunday 11 February 2018. 18.00 CET

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.