

Community Manager, Fundraising and Grants

Would you like to promote a more sustainable future for global shipping for a purpose-driven organisation? Are you keen to build a strong and diversified donor portfolio through close relations with funders?

We offer an opportunity to join an organisation driven by a collaborative and entrepreneurial spirit, where you can bring your skills to bear on a meaningful mission. The Global Maritime Forum is a Copenhagen-based international not-for-profit organisation, with a young and dynamic team of 50 colleagues with 20 different nationalities. We convene leaders from across the global maritime value chain through projects and initiatives to tackle collective challenges and develop new solutions in our effort to build a more sustainable future for global seaborne trade.

Our four-person Community team is responsible for extending and developing a strong and engaged community across the maritime value chain. We focus on fundraising, including grants management, and on attracting and committing maritime leaders to become partners and engage. We work closely with our two main programme departments – Decarbonisation and Human Sustainability – to build a strong value proposition that translates into commitments and engagement by donors, companies, organisations and regulators.

Key responsibilities

Your focus area will be both new and existing donors. You will help build a strong and diverse donor portfolio by engaging closely with the programme departments to pursue opportunities and help translate programme ideas into concept papers and funding proposals. You will develop strong and personal relations with our donors and ensure that grants management and reporting are characterised by high quality, timeliness, and compliance.

You will play a leading role in our ambition to transform our small organisation from depending on a few large philanthropic grants to having a more resilient and diversified funding portfolio, including the organisational capacity to handle more complex funding also from institutional donors.

Responsibilities include:

- Overall coordination of organisation-level fundraising activities, including taking a leading role in building a diverse and committed donor portfolio.
- Providing specialist guidance and support to the programme departments on fundraising (relationship building, proposals, budgets, developing a value proposition, impact indicators, compliance, etc.).
- Proactively identifying and initiating dialogues with potential new donors, as well as maintaining an engaging relationship with existing and past donors.
- Strengthening and professionalising the organisation's fundraising muscle, including

developing clear roles and responsibilities for the teams.

- Performing periodical monitoring and reporting of grants both for internal compliance and as per required by the grant agreements.
- Taking the lead in developing the policies and procedures necessary to comply with donors' and funders' requirements.
- Taking part in the development and monitoring of relevant fundraising and grant management KPIs.
- Working closely with, and remaining updated on, initiatives and projects across the Global Maritime Forum, including taking part in programme meetings and events.

You will report to the Director of Partnerships and Community Engagement and will work closely with colleagues across the organisation, as well as our existing and potential donors. You should expect to travel two to four times a year with a focus on meeting with donors.

About you

You have a foot in both programme and grants management and see them as complementary when raising funds and building strong relations to donors. Your years of experience in different capacities make you comfortable with building relationships, writing grant proposals, documenting impact, developing budgets for proposals, crunching numbers, and taking an organisation perspective on capacity development in fundraising. Maybe you have a non-profit background and/or have worked for a private foundation or other grant-making organisations. You have a strong understanding of programme development, and you know what donors are looking for in proposals and in relations.

Your experience, professionalism, and approachable personality work to your advantage. You are used to building strong and trusting relations across cultures and organisational levels. You are curious and committed to learning about the maritime value chain, including seafarer issues, technologies, companies, and the roles played by the different segments of the maritime value chain. Stepping in and helping colleagues for shorter or longer periods of time is completely natural for you and part of growing your competencies.

Moreover, you are:

- Experienced in building trusting relationships with especially philanthropic funders, but preferably also with institutional / government donors.
- Intellectually curious and passionate about writing and building strong value propositions in proposals and concept papers.
- Used to grants management and have a systematic approach when ensuring compliance, documenting impact, amending contracts etc.
- A flexible and team-oriented colleague, ready to handle occasionally intense work pressure, tight deadlines, and ad hoc demands.
- Proactive and able to drive initiatives with a high degree of integrity by taking ownership and responsibility to resolve challenges.
- Committed to align and coordinate, while keen to work independently and grow in the position.

Requirements

- Minimum five years of professional experience working with fundraising, preferably with philanthropic foundations/donors.
- Minimum three years of experience as responsible for translating programmes into concrete proposals.
- Experience from working with a wide range of donors and donor types.
- Strong communication skills and full proficiency in English, both verbally and in writing.
- Relevant degree.

How to apply

Please send your **CV and a cover letter** to careers@globalmaritimeforum.org, marking your application "Community Manager, [NAME]" no later than **4 November 2024**. We encourage you to apply at your earliest convenience, as we will assess applications and conduct interviews on an ongoing basis. Interviews are expected during November. Start date is 1 January 2025.

We value diversity and are committed to creating an inclusive environment for our team. Appointments are based on qualifications, merit, and the needs of our organisation.

For questions about the position, please contact Christian Jacob Hansen, Director for Partnerships and Community Engagement at ch@globalmaritimeforum.org. For questions about the salary package or contractual issues, please contact Ms. Martine Siesbye, HR Partner, msi@globalmaritimeforum.org.

Practical information

Full-time employment with a weekly working time of 37.5 hours. Our salary and remuneration package includes health insurance, mobile phone, and paid wifi at home. The office has a lunch scheme. The duty station is our Copenhagen office, with the possibility to work from home as per agreement with your manager.

About the Global Maritime Forum

We are an international team with a global reach and about 50 highly motivated colleagues. The annual turnover of 8.5 million EUR is partly financed by contributions from our partners, partly by institutional donors and philanthropic funding. We share a common goal of making real change and bringing our passion and ideals to everything we do. In addition to the Annual Summit, the Global Maritime Forum is focused on decarbonisation and human sustainability, engaged in a number of concrete initiatives and action groups and secretariat for the Sea Cargo Charter, Poseidon Principles, and the Poseidon Principles for Marine Insurance. See more on globalmaritimeforum.org.