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# Senior Fundraising and Grants Manager

**Global Maritime Forum, Copenhagen**

Application by 5 January 2025

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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 dynamic team of 50 colleagues from 20 nationalities. Through projects and initiatives, we convene leaders across the global maritime value chain to tackle collective challenges and develop new solutions to build a sustainable future for global seaborne trade.

In our four-person Community team, 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. We coordinate and support fundraising efforts and manage partnerships, and we play a central role in ensuring that resources are utilised optimally in support of our strategic priorities.

## **Key responsibilities of the job**

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While the Senior Fundraising and Grants Manager focuses primarily on fundraising and working closely with the programme departments to pursue opportunities and help translate programme ideas into concept papers and funding proposals, a core responsibility is to professionalise grants management and reporting across the organisation by developing processes and best practices and taking a more organisation-level perspective rather than a project-specific perspective.

We aim to have a more resilient and diversified funding portfolio, including the organisational capacity to handle more complex funding through strong procedures and processes. You are the organisational lighthouse to lead this process and have the experience to support and guide programme colleagues in fundraising and grants management. You take an organisational-level perspective on income streams and spending while knowing that the devil lies in the details, sometimes requiring your hands-on engagement to establish the overview and get the work done.

### **Responsibilities include:**

- Provide specialist guidance and hands-on support to the programme departments on fundraising (relationship building, proposals, budgets, value proposition development, impact indicators, compliance, donor communication, etc.).
- Strengthen and professionalise the organisation's fundraising and grant management capacity, including developing and implementing best practices through policies and procedures.

- Develop tools and establish the overview to ensure that grants are utilised optimally at the organisational level (cost allocation tools, support the annual budget process, prioritisation processes, etc.).
- Participate in and help shape project progress meetings to ensure progress and compliance to meet contractual donor obligations.
- Take the lead in developing the policies and procedures necessary to comply with donors' and funders' minimum requirements (GDPR, procurement, complaints mechanisms, safeguarding, board of trustees, etc).
- Participate in developing and managing the financing strategy, including developing, monitoring and managing KPIs.
- Work closely with and remain updated on initiatives and projects across the Global Maritime Forum, including participating in programme meetings and events.

You will report to the Director for Partnerships and Community Engagement and work closely with colleagues, our donors, and potential donors. You should expect to travel three to four times a year.

## About you

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You have a foot in programme and grants management and see them as complementary when raising funds and building strong relations with donors. Your years in different capacities make you comfortable writing proposals, developing budgets, documenting impact, and crunching numbers. You know what the different types of donors look for in proposals and reports and what needs to be done to professionalise the organisation to comply.

You love developing policies and procedures and take a hands-on approach to implementation or building capacity in the organisation through classroom or peer-to-peer training. Your experience lets you see the big picture and operate strategically at an organisational level, but you are also keen on engaging in the details and spreadsheets to achieve concrete goals and create the needed clarity to ensure progress.

You probably have an NGO background and/or have worked for a private foundation or other grant-making organisations, but you do not necessarily know much about maritime. You wish to be part of a small organisation with many responsibilities and the need for everyone to engage across roles and responsibilities.

Your experience, professionalism, and accessible personality work to your advantage. You are used to building strong, trusting relations across cultures and organisational levels. You are curious and committed to learning about the maritime value chain.

### Moreover, you are:

- Intellectually curious and passionate about writing and building strong value propositions in proposals and concept papers.
- Have a systematic approach and are a bit of a perfectionist, e.g., when ensuring compliance in reporting, making numbers match in budgets and developing spending plans.

- 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 high integrity by taking ownership and responsibility to resolve challenges.
- Committed to aligning and coordinating while keen to work independently and grow.

### **Requirements:**

- At least seven years of relevant professional experience including working with a wide range of donors and donor types
- At least three years of experience in fundraising and proposal development, preferably with philanthropic foundations/donors.
- Minimum three years of experience in relation to grants management, project cycle management
- Strong communication skills and full proficiency in verbal and written English.
- Strong command in Excel and a soft spot for numbers and budgets.

### **How to apply**

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Please send your CV and a letter of motivation to [careers@globalmaritimeforum.org](mailto:careers@globalmaritimeforum.org). Please **mark your application "Fundraising–[your name]"** and send it before **5 January 2025**. Applications will be reviewed continuously. Applications via LinkedIn are not accepted. Interviews will be conducted in January. Starting date as soon as possible.

For questions about the position, please contact Christian Jacob Hansen, Director for Partnerships and Community Engagement, at [ch@globalmaritimeforum.org](mailto:ch@globalmaritimeforum.org). If you have questions about the salary package or contractual issues, please contact Ms. Martine Siesbye, Head of People & Culture, at [msi@globalmaritimeforum.org](mailto:msi@globalmaritimeforum.org).

### **Practical information**

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It's a full-time employment and our salary and remuneration package includes health insurance, mobile phone, and paid Wi-Fi at home. The office has a lunch scheme. The duty station is our Copenhagen office, with the possibility to work 1-2 days a week from home as per agreement with your manager.

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

### **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 Maritime Insurance.*

See more on [globalmaritimeforum.org](https://globalmaritimeforum.org).