

Programme Officer – Impact and Sustainability Unit (50%)

Starting date: 01.09.2020

Duration: up to 50% till April 2021 with possibility of renewal

Location: Gland (Switzerland)- 10min walk from the train station

Background

MAVA is a family-led philanthropic foundation that promotes biodiversity conservation. We provide financial support to partner organisations – mostly NGOs – that implement conservation projects via four priority programmes: the Mediterranean Basin, Coastal West Africa, Switzerland, and Sustainable Economy. In addition, we support projects via our global portfolio. The projects supported are varied – ranging from species conservation to greening the financial system. The foundation is currently in its last strategic cycle (2016-2022) meaning that we will phase out our funding to all partners by 2022. This strategy is managed by a team of 20 people based in Gland, Switzerland, and Dakar, Senegal.

As we approach the end of our grant-making in 2022, securing lasting impact and financial sustainability for our partners is a priority that shapes everything we do. To ensure our partners flourish once MAVA's funding ends, and to reinforce the support we provide through our Programmes, our Impact & Sustainability Unit (ISU) is investing in the development of a dynamic conservation community. Working across four nested levels – individual, organisational, societal and financial – our aim is to ensure our partners continue to drive change and deliver lasting results.

We are looking for a Programme Officer to strengthen and assist our Impact and Sustainability Unit in the smooth running and implementation of two key calls for proposals, one for fundraising support, and one for learning and sharing support. The description of these calls is attached.

In addition, the Programme Officer will assist with the administrative coordination of tasks, including an online training on scenario planning.

Job description

The purpose of the position is to support MAVA's Impact and Sustainability Unit (ISU). The main task is to run and supervise two calls for proposals, from issuing the calls to monitoring the grants awarded and consolidating learnings. Additional tasks include the administrative coordination of other offers to our partners. Other tasks for the foundation may be added, depending on needs and availability.

This position includes administrative tasks, but also communication, project monitoring and learning. The main tasks include (but are not limited to):

- Assist in the preparation of the calls for proposals and the definition of their scope with MAVA programme teams.

- In collaboration with MAVA's communications coordinator, produce and publish the calls, the templates, Mailchimps and website articles.
- Act as a focal point for MAVA partners to answer questions about the calls and eligibility criteria.
- Organise and facilitate the selection process. Liaise with relevant MAVA managers/directors to collect their inputs on proposals received.
- Manage and monitor the grants awarded (both financial and technical reports), including identifying issues in implementation and working with partners to adapt as needed.
- Perform grant-related administrative tasks (assist the programme assistant to prepare the contracts; write annual evaluation notes).
- Liaise with consultants (e.g. [Stone-Soup Consulting](#)).
- Keep the list of potential beneficiaries and the grant database up to date.
- Ensure smooth registration process for the offers that require it.
- Assist the Unit with any other needs as required (administration, preparation and implementation of other support to our partners)

Qualifications/Requirements

- At least a Bachelor's Degree.
- Fluent in English and French.
- Excellent organisation, ability to keep track of several simultaneous processes. Ability to prioritise and multi-task.
- At ease with administrative tasks.
- Quick to understand and analyse different kinds of projects & extract key points.
- Excellent written and oral communications. Talent to make writing easy to read.
- Highly self-motivated with a talent to create efficient collaboration, while at the same time being able to work independently.
- Proactive, takes initiative and is willing to help out when necessary.
- Flexible and able to function in a multi-cultural and changing environment.
- Understanding of fundraising is a plus.
- Strong interest in biodiversity conservation and/or sustainable economy.
- Valid working permit for Switzerland

This is a junior position which could be suitable for a recent graduate.

Application

Please send cover letter and CV to Laurianne Demierre at laurianne.demierre@fondationmava.org before July 12th. We plan to have interviews with shortlisted candidates on July 20th.

Annex : Purpose and description of each call for proposal

FUNDRAISING

Fundraising is a key component for organisational resilience and long-term sustainability. MAVA partners long-term sustainability is a key component of the work we have done with them over many years. To help them navigate through uncertain times and prepare for success after the end of MAVA's funding in 2022, we launched a call for proposals to support our partners in their financial resilience through the strengthening and adaptation of your fundraising. It aims also to encourage and support an entrepreneurial mindset for fundraising, meaning a strategic and pro-active approach.

With this call for proposals, MAVA will provide funding to successful applicants to:

- 1) Strengthen and/or adapt your strategic fundraising approach,
- 2) Implement a new or revised fundraising strategy, and
- 3) Prototype and test new revenue streams.

This call is part of a wider approach to support the fundraising actions of MAVA partners. To guide organisations through the main steps of the development/strengthening of a fundraising strategy, MAVA has partnered with [Acumen Academy](#) to develop an online course, '[Non-profit Fundraising Essentials: Embrace Entrepreneurial and Strategic Approaches to Fundraise More Effectively](#)'. This course is free and the first session will start on 23rd June 2020. This call for proposals comes as a second step, for those who already have the basis of their fundraising plan in place, developed through the Acumen Academy course or by other means. The second session of the course will be in October 2020 and we will issue a second call for fundraising proposals early October 2020. For each call, we expect to award 15-20 grants of 30-50k CHF each.

You can read more about this fundraising call [here](#).

LEARNING & SHARING GRANT

The MAVA Foundation and its partners have gathered 25 years of experience and know-how – a richness which it is essential to capitalize on and share, especially as MAVA will cease its grant-making by 2022. MAVA wishes to capture the legacy of the foundation and its partners and to do so, is launching this call for proposals with the objective to share key lessons learnt.

With this call for proposals, MAVA will provide funding to selected partners in order to:

- 1) encourage a learning culture by helping partners share their learnings on what works well or less well,
- 2) build capacities to capture and share their learnings; and
- 3) increase knowledge on the conservation and sustainable economy sectors to amplify positive impacts.

These grants represent an opportunity for MAVA's partners to capture, study and disseminate the practical/technical lessons learnt from their work. Additionally, the grants aim to encourage collective knowledge and to share lessons learnt among stakeholders working in partnership, as well as to support the fundraising strategy of the partner(s).

First call for proposals was completed in 2019 with 12 grants awarded ([here](#) you can access the terms of reference of this call) and next call will be launched early 2021. We expect to award 10-15 grants of 30-50k CHF each.