



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81
wmo@wmo.int – www.wmo.int

Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2160 DEADLINE FOR APPLICATION: 26 November 2021				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Chief_Resource Mobilization	P5	Geneva, Switzerland	1 March 2022 or as soon as possible thereafter	Fixed-term - 2 years
ORGANIZATIONAL UNIT Group on Earth Observations Secretariat			The GEO Secretariat is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES Under the supervision of the Director, GEO Secretariat, the incumbent will establish and lead the Resource Mobilization function, which includes the financing of the Secretariat Trust Fund to its optimum level and soliciting large-scale investment in the GEO Work Programme. The incumbent will perform the following duties: (a) Establish and maintain the resourcing of the GEO Trust Fund (+CH6 million annual budget) and generate investments in the GEO Work Programme by targeting: Government contributions and major donors: Identify, cultivate, and steward a portfolio of major donors with capacity to make major annual or multi-year contributions; Individual donors: Solicit, efficiently manage, optimize, and scale individual donations; Foundations: Research, and oversee the preparation of grant applications and funder reports; (b) Develop and manage the communications mechanisms and procedures to support effective resource management: Oversee fundraising communication strategy, including seasonal campaigns, major donor communications plan, digital tactic, etc.; Develop creative and impactful content, annual appeals, matching gift opportunities and other giving vehicles and reports that connect donors with the work of GEO; Ensure appropriate acknowledgement, recognition, and stewardship of donors; Ensure effective development operations and drive fundraising best practices by creating systems tools and processes, including donor prospecting, moves management and tracking/reporting; Develop data driven possesses to drive efficiency and effectiveness; (c) Establish and maintain effective collaboration: Partner closely with the Director of the Secretariat to leverage time effectively with major donors. Coordinate and work closely with Chief Engagement Officer, Chief Work Programme Coordinator and Senior Administrative Manager and other Secretariat staff. Foster team culture across the entire organization; Work with the GEO Executive Committee to develop and manage their investment capacity; Interface with the leads of the GEO Work Programme and champions of the GEO community to develop strategies for engaging donors and inspiring contributions; (d) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in business management or social sciences, communications, marketing, public relations or a closely related field. Background in climate or sustainable finance strongly preferred. Experience At least 10 years of combined national and international progressively responsible experience leading and working with mid to high-net-worth donors across a broad spectrum of backgrounds and experience. Proven experience in managing a non-profit fundraising portfolio of at least US\$6 million per year. Experience in effectively engaging and leading senior staff and Board members in cultivation, solicitation and stewardship activities. Ability to simultaneously manage and effectively prioritize a large number of fundraising activities. Experience working cross-functionally to meet grant proposal submission and reporting requirements. Other requirements High sense of integrity, responsibility, maturity of judgement, and initiative. Excellent leadership, organizational, planning, communication, presentation, interpersonal and analytical skills. Demonstrated ability to manage a team. Ability to draft reports, correspondence and documents clearly and succinctly in English. Familiarity with the work of the GEO Secretariat. Ability to work in a multicultural environment and to foster team spirit. Competence in modern cloud-based tools and donor management databases/CRMS. Ability to work in a multicultural environment and to foster team spirit. Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of WMO would be an advantage.	
The GEO Secretariat Director may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.				
Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.				

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 89837

Annual post adjustment on initial salary is: US\$ 66569 (in addition to the net base salary)

Additional Information:

Only applicants in whom GEO has a further interest will be contacted.
Shortlisted candidates may be required to sit a written assessment and/or an interview.

Date of issue of vacancy notice: 22 October 2021