

## Forum for the Future

Associate Director, Global Development

Candidate Pack – July 2021

### Executive Overview

Do you want to help maximize the contributions of US funders in driving innovation and transforming systems to shape a different, better future?

We are looking for a creative, proactive, and collaborative Associate Director of Global Development experienced in building strategic funding relationships and networks within an international organization to join our growing fundraising and communications team.

This new role at Forum for the Future provides an opportunity to work as part of a team of passionate changemakers within a leading international sustainability non-profit. You will play a unique role in building relationships and profile among key US funders and partners and will be joining the team at an exciting time of growth.

Forum for the Future is being assisted in this appointment process by the executive search firm Society. If you would like to learn more about the position, please contact Neena Patel at [neena.patel@society-search.com](mailto:neena.patel@society-search.com) to arrange an informal conversation. Applications for this position should consist of a CV, accompanied by a brief covering letter addressing the criteria in the About You section below. These can be uploaded [here](#). The deadline for receipt of applications is midday (EDT) on Tuesday, August 17 2021.



## Organization

Forum for the Future is an international non-profit organization that has been working with business, government and civil society for 25 years to accelerate the transformation toward a more just and regenerative future. We operate in four offices located in the UK, US, Singapore, and India.

As an international leader in practical systems change Forum contributes to tackling critical global challenges, including a current focus on:

- keeping global warming within 1.5°C of pre-industrial levels;
- providing enough food for everyone, produced in a sustainable and affordable way;
- ensuring the supply chains we rely on for goods and services are resilient and equitable;
- inspiring and equipping individuals and organizations to drive positive change more systemically.

Forum has recently been through a period of rapid development transitioning its business model and funding sources towards a more balanced hybrid model incorporating both philanthropic and corporate support.



## About the Role

You will be responsible for helping to lead and implement the development of strategy to generate income from US funders; and for building new relationships with funders and other strategic partners in the US, in order to generate funds in support of Forum's global work.

In addition, you will play a key role in supporting the US team in raising the profile of Forum among key funder audiences, and in equipping and empowering philanthropic audiences in driving systemic change through delivery of engagement and events, communications and thought leadership.

Based in the Northeast United States (with an office in Brooklyn, NY), you will report to the Chief Development and Communications Officer in London and work closely with our international teams and with our dynamic US-based team.

## Strategy and Planning

- Leading the design and delivery of a comprehensive strategy, in partnership with the Chief Development and Communications Officer (CDCO) and US Director, to generate income from foundations and corporations in the US to support Forum's global program efforts, including our work in UK/Europe and in Asia, and to drive innovation and diversification in Forum's income streams;
- Working with the CDCO and global development team colleagues to contribute to global strategy development and the refinement of Forum's business model over the long and short-term to ensure organizational resilience;
- Leading the development of annual income planning in the US, and ensuring regular monitoring of delivery against the plan, and appropriate adaptation of strategies as needed;
- Working with the CDCO, program teams and other relevant stakeholders to develop a strategy for how Forum can work proactively with leading philanthropic partners and networks to ensure their role in delivering transformational change in global systems is maximized, and to support the delivery of that strategy globally.

## Securing funding and managing relationships

- Working with program teams across Forum's international offices to support the development of high-quality multi-year programming that will appeal to funders, and to develop funding proposals to support key strategic priorities;
- Identifying relevant, high value US-based funding prospects, and establishing, maintaining and developing relationships with key US foundations, funder networks and partners to drive income generation for Forum's work around the world, and to secure organizational core funding;
- Working with senior volunteers - US-based trustees and others - to leverage their networks in support of income generation;
- Leading organizational efforts to identify and build strategic relationships with funder networks and with organizations that can support Forum's income generation ambitions and positioning;
- Leading on establishing consistent moves management processes within the US team, and working closely with the wider development team to contribute to effective global processes.

## *Funder Communications*

- Leading the development of key communications tools, in partnership with the US and international teams, that will support fundraising from US funders. Identifying and supporting the development of key thought leadership pieces that will position Forum effectively among funder audiences;
- Identifying key platforms for raising Forum's profile among potential funders in the US, such as conferences and high profile convenings; working with the team to design workshops and speaking engagements and negotiate and secure Forum's participation.



## About You:

The Associate Director of Global Development will be an experienced, intuitive and strategic relationship builder, able to leverage Forum's existing funding relationships and networks, while also building out new prospects for continued growth. You will be collaborative and comfortable working across an international, matrix-based organization, with an adaptive mindset, creativity and resilience that help you navigate ongoing change. You will also be a highly organized multi-tasker able to manage multiple priorities.

Your experience and skills include:

- Progressively responsible fundraising or business development experience in an international organization (preferably in the sustainability field);
- A significant track record securing major grants from US-based and international foundations, with experience working to secure grants from corporate and multilateral and bilateral donors an added advantage;
- Extensive knowledge of the US philanthropic environment and trends among funders;
- Demonstrated experience in growing philanthropic income through working with senior volunteers.
- Exceptional strategic thinking and analytical skills with demonstrable success in developing and implementing fundraising strategies;
- Exceptional written and verbal communication skills, with proven ability to write and develop compelling fundraising materials;
- Demonstrated ability to network with senior leaders in philanthropic and corporate environments;
- Demonstrated ability to inspire teams, and to coach and support others to build their own fundraising skills.



## Appointment Details and How to Apply

Forum for the Future offers you the ability to play a key role in helping to address critical global challenges, to work alongside systems change makers and facilitators and be a part of a truly international team. You can help us to reinvent the way the world works!

In return we can offer you a competitive salary and health benefits along with generous vacation, sick leave and pay, and family leave provisions. Our staff have retirement provisions and are included in a life insurance policy. We also offer sabbaticals for staff with accrued length of service.

In addition, we offer many opportunities for learning and development and flexible schedules as we recognize that there needs to be a healthy balance between home and work life.

We make a real effort to live by our values. We are courageous, adaptive, empathetic, inquisitive, playful and respectful. These values help build our common culture, shape our shared purpose and guide us in all actions and decisions.

Forum for the Future is being assisted in this appointment process by the executive search firm Society.

Applications should consist of:

- 1 a concise covering letter (ideally no longer than two pages), addressing the criteria in the About You section;
- 2 an up-to-date curriculum vitae;
- 3 names and contact details of three referees (although referees will only be approached at the final stage of the process, and only with your express permission).

General advice on how to write [a strong CV](#) and [a strong covering letter](#) can be found on our website.

To upload your documents via Society's website, [click here](#).

The deadline for receipt of applications is midday (EDT) on Tuesday August 17, 2021.

Longlisted candidates will be invited to interview with Society, week of August 23, 2021.

Shortlisted candidates will be invited to interview with Forum for the Future, week of September 13, 2021.

\$110,000-\$120,000 salary on appointment to be commensurate with skills and experience.

An appointment will be made subject to receipt of satisfactory references.

*Forum for the Future is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*