

Terms of Reference: Development Associate

Date	05 August 2019
Position Title	Development Associate
Position Location	Geneva, Switzerland

General Terms of Reference

Gold Standard is a standard body that promotes the best that can be achieved in climate and development projects. It was established in 2003 by WWF and other international NGOs as a best practice standard to ensure projects that reduced carbon emissions under the UN's Clean Development Mechanism (CDM) also delivered sustainable development benefits. Gold Standard now has a broad NGO Supporter Network and 1400+ projects in over 80 countries, creating billions of dollars of shared value from climate and development action worldwide.

The Gold Standard Foundation seeks a highly motivated Development Associate to join our Geneva-based team. The successful candidate will have the opportunity to contribute to leading efforts to address global climate change while building their career as a Development professional. This is a full-time position responsible for advancing the Foundation's grant funded programmes and projects, as well as providing some limited support for stakeholder engagement. This position reports to the Director of Development and Partnerships.

Primary Responsibilities – Development

1. Support the *Director of Development and Partnerships* in their coordination of development opportunities across the organisation, including: concept initiation, proposal and budget development, funding agreements, and coordinated handover to the implementation teams.
2. Donor prospecting and engagement: Lead in donor research and create and maintain a prospect pipeline of new opportunities. Track donor engagement with Gold Standard staff and support follow-up, including: organise meetings, support / develop draft collateral, ensure documentation of meetings and outcomes, and related record retention.
3. Concept and proposal development: primary support for proposal writing and version tracking. Supports proposal lead to ensure that input from all teams is included in proposals, including technical teams, finance, and communications. Draft proposal content as needed.

4. Develop and regularly maintain a repository of standard proposal collateral (team qualifications, past projects, templates, checklists, etc.).
5. Maintain records and real-time status tracking of development activities, including: proposals in development, submitted, pending, rejected and approved, active projects (with reporting deadlines), past projects.
6. Coordinate and support the legal review of grant agreements with the Director of Finance and Operations. Support the execution of any legal agreements required to commence work. Maintain accurate records and version control.
7. Support Gold Standard teams with documentation, scheduling, and records of project handover and kick-off meetings with the implementation teams.
8. Lead in the preparation of donor and contact briefing notes for senior staff prior to meetings or events. Support the communications team and other staff as needed regarding event scheduling, logistics and materials preparation.
9. Liaise with Program Management on donor compliance throughout project implementation and close out, including: deliverables, spending, and ongoing donor contact and stewardship. Provide support as requested on final reports to ensure donor compliance and complete records.
10. Provide support as needed / requested by the Program Management team for the stakeholder engagement platform, including: member MOUs, invoicing, and related registration.

Required Skills and Experience

- Three – five years of demonstrated experience in a Development or Administrative role
- Demonstrated ability as a writer to craft compelling and clear documents
- Exceptional organisational and time management skills with an eye for detail
- Demonstrated ability as a self-starter to thrive in a dynamic environment
- Knowledge of climate change, environmental markets and the Sustainable Development Goals (SDGs) a plus
- Desire to learn new information, much of it technical
- Languages: the working language of the Foundation is English. Other languages an asset
- Ability to work under pressure and juggle multiple tasks and projects
- A good team player with a positive outlook on work and a desire to make a difference in the world
- Good collaboration and communication skills with the ability to work with a range of staff based all around the world
- The ability to work legally in Switzerland

Salary Range

The salary for this role will be commensurate with qualifications and experience.

Closing Date

Applications for this role will close on 05 September 2019. We regret that we cannot confirm receipt of your application by email. Successful candidates will be contacted for an interview.

Applications

Please submit a 1-page cover letter explaining why you want to work for the Gold Standard and a CV to recruitment@goldstandard.org. (Ref: Development Associate)