Development Manager (6-month parental cover)

MISSION
Join the Built by Nature (BbN) team and be part of a ground-breaking effort to transform the built environment to work in unison with nature. Our mission is to accelerate the transition to a sustainable future by championing the use of sustainable timber and other biobased materials in construction, reducing carbon emissions, and promoting forest stewardship and regeneration in Europe and beyond. BbN enables the transition by connecting industry, NGOs and city frontrunners, funding systemic initiatives such as research, innovation, demonstrations, city-scale, projects and advocacy, and amplifying powerful stories and market ready solutions.

THE OPPORTUNITY
BbN is seeking a six-month parental cover for a passionate and strategic Development Manager to develop and nurture a community of philanthropic donors and supporters around a built environment that works in unison with nature and brings the climate focused ecosystem of funders along on the sustainable mass timber building transformation journey.

Reporting to the Head of Communications and collaborating with the CEO and the wider team, you will help shape, lead and scale donor focused partnerships for BbN in service of its mission and support the creation of an ecosystem of solutions that help the timber building transformation scale.

The role is advertised as full-time, but applicants interested in part-time positions will also be considered.
KEY RESPONSIBILITIES

Active exploration of the market: including but not limited to prospecting, coordinating, and following up on potential funding requests and opportunities.

- Conduct donor research, monitor funding instruments for upcoming opportunities, analyse trends in donor policies and practices, and propose strategic approaches to new and existing donor targets and share market and donor intelligence with the CEO and the wider team.
- Engage in direct donor discussions and facilitate conversations between donors and other staff members, ensuring thorough preparation and follow-up, in consultation with the CEO.
- Support the CEO in all fundraising and pitching activities to identify and develop strategic collaborations with donors, industry partners, and explore innovative approaches.
- Lead the proposal development processes of strategic funding opportunities, including preparing proposals, conducting due diligence on involved parties, and securing funding contracts.

Active management of donor community:

- Manage day-to-day grant and donor account management for assigned donors, ensuring adherence to deadlines and fulfilment of donor requirements, including timely narrative and financial reporting.
- Manage relationships with donor-advised funds, including cultivating partnerships and ensuring they have up-to-date information on BbN.
- Work with the CEO and the wider team to ensure transparent and accountable implementation of donor impact definition, tracking and measurement at all levels of the organisation.
- Maintain comprehensive administration of all leads, prospects, funds, grants, and parties involved in funding BbN.

ABOUT YOU

- At least 5 years of experience in a fundraising or donor partnerships role, preferably with significant non-profit experience or exposure and/or knowledge of best practices and the latest trends in fundraising and donor development.
- In-depth experience of proposal preparation, and grant reporting preferably with experience of trusts and foundations.
- Excellent English oral and written communication skills, capable of engaging with stakeholders at all levels and presenting information concisely and effectively to new and existing donors, and preferably in at least one other European language (Dutch is a plus).
- Ability to lead, coordinate and co-create with a wide range of actors to achieve tight deadlines, converting diverse views into shared commitments.
- Strong written communication skills with the ability to produce high-quality written outputs (grant proposals, grant reports and reviews).
- Strong organisational skills, capable of simplifying complex information and managing multiple priorities effectively.
- Exceptional interpersonal skills in engaging with others.
- Advanced negotiating skills
- Responsible, ethical and trustworthy personality with the ability to work with minimal supervision.
- Experience in theory of change, impact measurement and tracking
WHAT WE OFFER
• This position is a temporary role, providing coverage for a 6-month period.
• Location: Amsterdam, The Netherlands
• Working in the very centre of Amsterdam with secure covered bike-parking
• Amazing young and enthusiastic team that is ready to change the world
• Support in setting up your home-office set
• 25 holidays annually
• Competitive non-profit salary range, including holiday allowance and 13th month
• Pension contribution*
• Laptop and telephone to support your work
• Working hours can be discussed (between 32 and 40)

ABOUT US
As a mission driven organisation, we have one thing in common: we are passionate about our work. We offer an international, high-energy, and collaborative environment that values diversity and inclusion where you can develop your passion into a meaningful career. As a new organisation we encourage risk-taking and transparency, so if you are a self-starter who wants to inspire and challenge industry together with your team, the opportunities for you at BbN are (almost) endless.

ADDITIONAL INFORMATION
• Reports to: Head of Communications
• Geographic scope: Global (based in the Netherlands)
• Travel expectations: Limited
• You need to be legally authorised to work in the Netherlands/EU
• An (online) assessment will be part of the recruitment process
• Reference checks are part of the final hiring procedure

HOW TO APPLY
Please send your CV and cover letter explaining your interest in this role and how your skills and experience align with the responsibilities to a.alcala@builtbn.org

Built by Nature is committed to recruiting and retaining a diverse team. We strongly encourage applications from candidates with disabilities, LGBTQI candidates, ethnic, racial, and religious minorities, and other underrepresented groups.