

- Post Title:** OWSD Fundraising Consultant
Domain: Organization for Women in Science for the Developing World (OWSD)
Organizational Unit: World Academy of Sciences (TWAS)
Primary Location: Trieste, Italy
Recruitment open to: External candidates
Type of contract: Individual Consultant – 08 months
Deadline (midnight, Trieste time): 21 April 2023

OVERVIEW OF THE FUNCTIONS OF THE POST

The Organization for Women in Science for the Developing World (OWSD) is a programme unit of UNESCO, founded as an international organization in 1987 and based at the offices of The World Academy of Sciences (TWAS), in Trieste, Italy. OWSD provides research training, career development, networking and capacity building opportunities for women scientists throughout the developing world at different stages in their careers. OWSD is dedicated to promoting women's participation in science and technology in developing countries. OWSD's mission is to strengthen the capacity of women scientists to contribute to the sustainable development of their countries and to empower them to participate in the international scientific community.

OWSD is seeking a Fundraiser consultant to lead on all fundraising aspects for the organization. The consultant will be responsible for developing and implementing a fundraising strategy that will ensure the sustainability and growth of the organization.

The objective of this consultancy is to provide fundraising expertise and support to OWSD. The Fundraiser consultant will work closely with OWSD's management team and will lead on development and implementation of a fundraising strategy that will enable the organization to achieve its goals.

The Fundraiser consultant will have the following responsibilities:

- Develop and implement a comprehensive fundraising strategy that supports OWSD's mission and vision.
- Identify and cultivate relationships with potential donors, including individuals, foundations, corporations, and governments.
- Write grant proposals and other fundraising materials.
- Manage the fundraising process, including tracking communications and ensuring compliance with grant requirements.
- Work closely with OWSD's management team to develop new programs and initiatives based on funding opportunities identified.
- Provide regular reports on fundraising progress and recommendations for improvement.

ACTIVITIES AND OUTPUTS:

The Fundraiser consultant will deliver the following:

- A detailed fundraising plan outlining the key fundraising activities to be undertaken during the 8-month consultancy period, including timelines, goals, and key performance indicators (KPIs).
- A comprehensive fundraising strategy that includes goals, objectives, and timelines.
- A list of potential donors and a plan for cultivating relationships with them, inclusive of a list of key interlocutors, including individuals, foundations, corporations, and governments, with detailed profiles and contact information.
- Grant proposals and other fundraising materials or events. By end of contract, the consultant should present a portfolio of grant proposals and other fundraising materials developed for OWSD during the consultancy period.
- Regular progress reports on fundraising efforts and recommendations for improvement. There should be at least one progress report at the end of each month summarizing the status of ongoing fundraising activities, including a summary of funds applied for, donor engagement metrics, and any challenges or opportunities identified.
- A final report at the end of the consultancy period summarizing the overall success of the fundraising activities, including an analysis of key KPIs, donor engagement metrics, and recommendations for future fundraising efforts.

TIMING: The Fundraiser consultancy will have a duration of 8 months.

REQUIRED QUALIFICATIONS

EDUCATION

Minimum Master's degree or equivalent in Development Studies, International Relations, or related field of studies.

WORK EXPERIENCE

- At least 7 years of experience in fundraising, with a strong track record and demonstrated success of securing grants and donations for non-profit organizations.
- A broad network of contacts across funding organizations and bodies, with a proven ability to leverage these networks to secure funding.
- Demonstrable experience building strong relationships with a diverse range of donors, including individuals, foundations, corporations, and governments.
- Experience in fundraising for projects in the fields of education, gender, and science and technology.
- Experience in fundraising at global level, preferably for international bodies or UN organizations.
- Knowledge of fundraising best practices and emerging trends in the non-profit sector.
- Good understanding of gender, education, sustainable development related topics.
- Demonstrated ability to work independently in consulting roles.
- A deep commitment to OWSD's mission and values, with a passion for promoting women's participation in science and technology in developing countries.
- Fluency in English is required.

SKILLS/COMPETENCIES

- Accountability
- Communication
- Innovation
- Knowledge sharing and continuous improvement
- Professionalism
- Results focus
- Teamwork
- Inclusion and respect for diversity

SUPERVISORY ARRANGEMENTS

The Consultant will be supervised by the OWSD Programme Coordinator and will work closely with the OWSD Associate Programme Manager.

REQUEST FOR WRITTEN PROPOSALS

Interested candidates should submit their applications on the UNESCO portal on or before 21 April 2023 - Rome time. The interested candidates are to also submit to personnel@ictp.it the following:

1. Cover letter expressing motivation for applying, detailing also relevant qualifications and experience.
 2. Samples or portfolio of previous work.
 3. Technical proposal including the following:
 - a. a description of proposed approach and methodology for undertaking this assignment.
 - b. a work plan with a broad time frame and milestones related to the assignment.
 4. Financial proposal including the following:
 - a. an all-inclusive itemized budget expressed as lump sum (travel should be indicated separately)
- Applications with missing documents will be treated as incomplete and will not be considered for further assessment. Late submissions will not be considered.
- Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.

MORE INFORMATION

Candidates must use the ICTP's online application system which is accessible via ICTP's website at <https://www.ictp.it/about-ictp/personnel-office/employment.aspx>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

E-mail: personnel_office@ictp.it, phone: +39-040-2240-595/596/695