VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at http://croptrust.org

The Global Crop Diversity Trust is seeking an outstanding candidate for the position of:

**Project Development Coordinator**

As a member of the External Affairs Team, and in close cooperation with the Science Team, the Project Development Coordinator will advance the organization’s resource mobilization efforts for projects in support of the Crop Trust’s mission. The position reports directly to the Director of External Affairs and will receive guidance by the Director of Science and the Head of Programs as well as other relevant staff.

The candidate is responsible for:

- Identifying opportunities for funding and calls for proposals;
- Supporting the exploration of project ideas and opportunities for the organization in close cooperation with the Science Team and relevant partners;
- Coordinating proposal drafting and submission for specific projects;
- Analysing opportunities, pitching ideas and facilitating proposal submission to relevant donors;
- Investigating donor requirements and exploring factors influencing success in project-based fund-raising;
- Liaising with Crop Trust communications staff to ensure coordination between fund-raising efforts and communication output;
- Ensuring that new projects are planned in an open, transparent and inclusive manner with all relevant members of staff and stakeholders;
- Effectively liaising between the Science and External Affairs teams on project development matters;
- Staying abreast of scientific developments and relevant policy issues;
- Writing or contributing to scientific/technical papers and making presentations/giving seminars relating to global initiatives and projects.

**Qualifications, Skills and Experience**

- MSc or PhD in the biological, agricultural or socio-economic sciences;
- Minimum of 3 years’ relevant work experience (or equivalent, such as e.g. time spent on relevant activities during PhD training), preferably in an international environment;
- Successful track record of proposal development for science-based projects;
- Familiarity in the area of genetic resource conservation and use is an advantage;
- Proven track record in drafting project proposals;
- Familiarity with a range of donors and awareness of funding calls and opportunities;
- Experience in communicating and engaging directly with donors;
- Demonstrated initiative, judgement, creativity and analytical abilities;
- Strong computer skills, including good knowledge of database and office applications;
- Excellent interpersonal and communication skills and ability to interact effectively with a wide range of partners from different cultural backgrounds;
- Excellent English written and spoken required; knowledge of other languages will be an advantage.
Terms and Conditions: The Crop Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a Professional position classified as Level 4 (Level 6 being the highest). The salary range for Level 4 starts at Euro 55,000. All benefits are denominated and paid in Euros. Staff of the Global Crop Diversity Trust (including German nationals) is exempt from host country income tax. Relocation costs are covered for candidates residing outside of the Bonn/Cologne or surrounding areas. The contract duration will be for a period of 3 years, subject to a probationary period of 12 months.

Applications: Interested candidates should submit the following (incomplete applications will not be considered):

1. **A one-page motivation letter including summary of your qualifications and experience**, indicating how you meet the expected set of skills and competencies for the position and your drivers for applying.
2. **Your Curriculum Vitae in English** (please include your current residence address, telephone, and email address, date of birth, gender and nationality);
3. **Names and full contact details of at least three referees**.

The above items should be sent to: Christoph Beck, Director HR & Corporate Operations, Global Crop Diversity Trust, preferably by email at trustvacancy@croptrust.org

**Deadline for applications is 9 April 2021.**

Alternatively, applications can be sent by mail to the following address: Global Crop Diversity Trust, Platz der Vereinten Nationen 7, Bonn, Germany. All mailed applications must be postmarked by the above deadline. Please quote source of advertisement.

The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality. All applications will be acknowledged, but only short-listed candidates will be contacted.