



Terms of Reference
for
Project Manager– Fundraising and Partnerships

Job Title:	Project Manager– Fundraising and Partnerships
Location:	Laamu Gan/ Remote
Reports to:	Executive Director
Contract type:	Consultancy contract
Duration:	One year, with possibility of extension
Normal working hours:	Five days per week (part-time working arrangement can be considered)
Remuneration:	Take-home USD 1,600 – 2,000 per month (depending on qualifications and experience)
Closing Date:	9pm Maldives time (UTC+5) on 31 December 2024

1. Organisational Background

Maldives Resilient Reefs (MRR) is a Maldivian NGO working to restore coral reefs in the Maldives as climate resilient ecosystems for the benefit of people, nature and the economies that depend on them. MRR’s strategic intervention areas are: 1) Increased effective marine protection to build climate resilience in the Maldives, 2) Improved human practices that benefit marine ecosystems of the Maldives, and 3) Strengthened local capacity, knowledge and support for marine conservation in the Maldives. MRR is affiliated with a UK charity, Blue Marine Foundation, which works with governments, fishermen, communities and other NGOs to restore a healthy ocean forever, for everyone.

Since its establishment in 2020, MRR has made significant contributions to marine conservation in the Maldives, including supporting the designation of new Marine Protected Areas and Community Conserved Areas, developing a model for sustainable resort reef fisheries, promoting sustainable fisheries, responsible tourism and marine nitrogen management and garnering support for marine conservation through its citizen science programmes, campaigns and advocacy.

2. Position Summary

MRR is recruiting a Project Manager – Fundraising and Partnerships to develop and implement effective fundraising strategies and partnerships that support the organisation’s mission and strategic objectives. The selected candidate is expected to be based either in Laamu Gan or work remotely in a full-time or part-time role.

3. Key roles and responsibilities

- A. Strategic Planning
 - Develop and execute a comprehensive fundraising strategy.
 - Develop and execute an impact Monitoring and Evaluation plan for the organisation.
 - Identify potential funding opportunities and partnerships.
- B. Fundraising
 - Cultivate and maintain relationships with donors, sponsors, and philanthropic organizations.
 - Prepare and submit grant proposals and reports.
 - Organize and manage fundraising events and campaigns.
- C. Partnership Development
 - Identify and initiate strategic partnerships with private sector, NGOs, and governmental bodies.
 - Negotiate partnership agreements and maintain ongoing communication.
 - Represent the organization at public events, conferences, and networking opportunities.
- D. Financial Management
 - Track and report on fundraising activities and results.
- E. Communication and Reporting
 - Collaborate with the projects teams to develop promotional materials and social media communications.
 - Prepare regular reports on fundraising progress for the Executive Committee and stakeholders.

4. Candidate profile

The individual should be passionate about marine conservation. This position offers the possibility of career progression within the organisation. **This position is open for both international and Maldivian applicants.**

Essential requirements

- Bachelor's degree in business administration, marketing, environment management or related field OR at least five years of experience in a relevant field.
- Proven experience in fundraising and partnership development.
- Strong understanding of marine conservation issues.
- Strong organisational, time management and multitasking skills.
- Excellent communication and interpersonal abilities.
- Fluency in spoken and written English.
- Excellent computer literacy.
- Ability to work independently and as part of a team.

Preferred requirements

- Master's degree in business administration, marketing, environment management or related field OR at least eight years of experience in a relevant field
- Fluency in spoken and written Dhivehi.
- Proven experience working across marine conservation projects.
- Proven experience working with resorts.

- Social media experience and content creation.

5. Application and selection process

Please email the following documents to contact@maldivesresilientreefs.com by **9 pm (UTC +5) on 31 December 2024**.

- All documents must be emailed in pdf format.
- Cover letter explaining your skills and suitability for the role.
- Curriculum vitae with at least two reference's contact information.

Only shortlisted candidates will be contacted for interviews.