



**On behalf of Stichting African Parks Foundation in the Netherlands,
Dux International is looking for a:**



Research & Development Support Officer

About African Parks

Stichting African Parks Foundation (SAPF) is the Netherlands-based, European fundraising body of African Parks Network, a not-for-profit organization, based in Johannesburg, South Africa.

African Parks takes on the direct responsibility for the rehabilitation and long-term management of national parks, in partnership with governments and local communities. By adopting a business approach to conservation, supported by donor funding, African Parks aims to make each park sustainable in the long-term, thereby contributing to economic development and poverty alleviation.

The organisation has rapidly expanded over the last few years and is likely to continue doing so. African Parks currently has the management over 15 parks in 9 countries – Benin, CAR, Chad, Congo, DRC, Malawi, Mozambique, Rwanda and Zambia - with a combined area of 10.5 million hectares, 2.5 times the size of the Netherlands. African Parks has an operating budget of \$70 million in 2019 and an ambition to manage 20 parks by 2020.

The organisation

SAPF has an office in Amsterdam (KIT Tropeninstituut) with 3 staff members: two full-time Fundraising Directors for Europe, and a Research & Development Officer. The team has off-site administrative and secretarial support. The SAPF Directors work closely with the parks, head office and the SAPF Board.

The Dutch team is part of the global fundraising team which is responsible for financing the overall budget of APN (\$70m in 2019). The other funding entities are located in the US, Asia and at head office in Johannesburg. The prime focus of the Dutch team is on engagement with existing major donors and the development of new major donors, coming from various donor categories (private donors, foundations, lotteries, institutional, companies) and various European countries, but mostly from The Netherlands, Switzerland, Germany, UK, Belgium and Sweden.

The European fundraising activities are expanding in line with the increase of our operational footprint in Africa, with the aim to financially sustain this rapid growth. This makes for a dynamic working context, with the Dutch office growing into the European hub for all our European activities in the longer term.

Responsibilities of the Research & Development Support Officer

The existing Research & Development Officer is moving to a more global support role and the team in The Netherlands is now looking to replace him.

The R&D Support Officer is to support the Fundraising Directors in the following ways:

- Reporting
 - Manage deadlines of reports due
 - Draft donor reports – with input from the parks (including financial input)
- Proposals
 - Collect information for proposals and set up the proposal
- Pipeline development
 - Research possible targets across the various donor categories (private donors, foundations, companies, institutions) – pipeline development
 - Qualify leads and prospects across all donor categories
 - Produce profiles
 - Prioritize the pipeline for the various categories
- Market intelligence:
 - ‘newsroom’: select what needs to be read and select what should be forwarded to specific donors
- Events:
 - Help develop and organize donor events
 - Scouting of speakers and locations
- Communications:
 - Help to keep website up to date for SAPF related pages
 - Prepare input to annual report
 - Review of mailing lists of annual report
- Engagement and service
 - Prepare and design personalized materials for servicing donors – e.g. trip information, birthday lists, picture books
- Administrative support:
 - Salesforce updating
 - Filing

Expertise and Experience

We are looking for someone with the following skills/qualities:

- A communicator with strong English language capability, both in writing and orally
- Organized, conscientious, with a structured way of working
- Practical and problem-solving attitude
- Service oriented and representative
- Ability to work independently without direct supervision
- Relevant marketing and customer relationship management expertise
- Affinity with Africa and conservation
- Experience with operating in an international environment
- Creativity is a welcome quality.

Additional

- 4 or 5 days a week
- Based in Amsterdam (KIT Tropeninstituut)
- Salary: in line with the market

How to apply?

If you are interested to work for this fast growing international organisation, a showpiece that you would like to be associated with please apply.

Applications, accompanied by a CV (in a Word format) and a motivation letter, can be submitted before June 14 to info@duxinternational.com, to the attention of Odette Veen.