

# Development Officer – Executive & Board Engagement

## Background

Global Forest Generation (GFG) is an international nonprofit organization dedicated to large-scale, community-led ecosystem restoration across critical landscapes worldwide. GFG works at the intersection of ecological restoration, water security, biodiversity protection, and community livelihoods, partnering closely with local organizations and Indigenous and rural communities. Currently, our flagship project is Acción Andina, a multi-country initiative to restore high Andean landscapes in South America.

As GFG grows, strengthening leadership fundraising and deepening relationships with supporters, particularly in New York, are key strategic priorities. To support this, GFG seeks a staff member to work closely with the CEO and Board of Directors to coordinate fundraising activities, manage relationships, and help operationalize a stronger presence in key locations.

## Position Summary:

The Development Officer – Executive & Board Engagement provides hands-on support to the CEO and Board of Directors in fundraising and relationship development. The role focuses on **preparation, coordination, follow-through, and helping create the structures** that allow leadership to build strong and lasting relationships with supporters. It also supports longer-term relationship building and convenings, particularly in New York.

We are looking for someone with a cheerful and positive attitude, an entrepreneurial mindset and a genuine enjoyment of bringing people together. The ideal candidate enjoys building strategic networks, connecting people around shared purpose, and helping ideas move forward through thoughtful organization and care.

This position suits someone who is highly organized and relationship-oriented, and who is motivated to play a behind-the-scenes but meaningful role in advancing conservation and climate philanthropy. It is a strategic support role that helps bring consistency, momentum, and follow-through to Global Forest Generation's fundraising and relationship-building efforts.

All candidates must be eligible to work in the United States.

## Objectives of the Role:

The Development Officer will:

- Increase the effectiveness of the CEO's fundraising portfolio
- Enable board members to engage meaningfully in fundraising and relationship-building, assist board members with research, introductions and asks.
- Ensure strong preparation and follow-up for all donor engagements (PPT, briefs, speaking points, notes)
- Support cultivation of relationships, particularly in New York through thoughtful coordination and select events (e.g. New York Climate Week)
- Improve development management systems, tracking, and pipeline visibility
- Contribute to establishing a credible presence in New York City.

**Scope of Work & Responsibilities:**

**A. Executive Director Fundraising Support (Primary Focus)**

Serve as the day-to-day coordinator for the CEO's development portfolio.

Responsibilities include:

- Maintain and manage the CEO donor and prospect portfolio in the CRM
- Conduct prospect research and prepare meeting briefings
- Draft follow-up emails, proposals, presentation and donor communications
- Coordinate scheduling and logistics for donor meetings and travels
- Track next steps and ensure timely follow-through
- Support proposal development and reporting, in collaboration with the development team
- Prepare donor strategies and talking points
- Monitor pipeline progress and provide regular updates

**Goal:** Free the CEO to focus on relationship-building and fundraising asks.

**B. Board Engagement & Fundraising Support**

Support the Board's fundraising and ambassador role.

Responsibilities include:

- Help identify opportunities for board introductions
- Prepare briefings and materials for board-hosted meetings
- Coordinate donor engagement during board meetings or visits
- Track board-related cultivation and follow-up actions

**C. Location - Based Fundraising Coordination**

Support relationship-building efforts in metropolitan areas, starting with New York, in partnership with leadership and board members.

Responsibilities include:

- Maintain and grow a curated NYC contact list
- Schedule and coordinate one-on-one meetings for leadership visits
- Assist with hosting small gatherings, coffees, or salons
- Support event logistics and invitations
- Attend select events as a representative of GFG, when appropriate or accompany Board members to select events
- Track engagement and outcomes

**Note:** The role supports and coordinates relationship-building.

#### **D. Management Systems & Operations**

- Maintain accurate CRM data and reporting
- Track fundraising metrics and pipeline health
- Create simple dashboards or summaries for leadership
- Improve processes for donor stewardship and follow-up
- Support development team projects as needed

#### **Deliverables:**

- Active and organized CEO portfolio with documented plans
- Timely meeting briefings and follow-ups
- Consistent CRM accuracy and reporting
- Coordinated leadership visits and NYC engagements
- Clear pipeline visibility for leadership

#### **Reporting & Structure:**

- Reports to: Development leadership (dotted line to CEO)
- Works closely with: CEO, Board members, and Development Team
- Location: Remote. NYC area preferred or able to travel regularly
- Status: Staff position, full-time.

#### **Profile of the Ideal Candidate:**

- 3–5 years experience in development, nonprofit operations, or partnerships
- Experience supporting senior leaders or managing donor portfolios
- Strong writing and research skills
- Excellent project management and follow-through
- High emotional intelligence, cultural sensitivity and professionalism

- Comfort interacting with donors and board members
- Passion for conservation/climate mission
- NYC familiarity helpful but not required
- Spanish language proficiency strongly preferred but not required

Salary range is \$65,000-\$75,000, dependent on experience and track record. Benefits include health and dental insurance, 100% employer-sponsored vision insurance, matching IRA retirement plan, and flexible paid time off.

Please submit a cover letter and resume to [hr@globalforestgen.org](mailto:hr@globalforestgen.org), with the subject line "Development Officer Application." The deadline for applications is March 13, 2026. First interviews will be granted on a rolling basis.

**\*\*Global Forest Generation is an equal opportunity employer. We are committed to a culture of mutual respect and free from harassment and discrimination. Employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other status protected by the law.\*\***