



VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust (Crop Trust) is an international organization based in Bonn. Its mission is to conserve the world's crop diversity for the long term and make it available to support global food security. The Crop Trust's Endowment Fund and additional project funds are used to support more than 100 seed banks and research institutions worldwide. The goal of its work is to ensure food and nutrition security for all people on a long-term basis.

To fully carry out its mission, the Crop Trust needs additional funding. This is the only way to ensure that all unique and valuable collections of plant genetic resources are conserved. These collections form the irreplaceable foundation for making agricultural and food systems sustainably resilient, resource-efficient, healthy, and productive. The work of the Crop Trust and its partners is therefore essential for securing the future of all humanity.

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

Partnerships and Resource Mobilization Associate

The Partnerships and Resource Mobilization Associate supports the Crop Trust's fundraising, donor engagement, and partnership development efforts by conducting donor and partner research, fundraising and stewardship activities, and maintaining established systems and processes for donor engagement. The Partnerships Associate will report to the Partnership Lead or the Head of Partnerships, as designated within the organizational structure.

Donor Research and Intelligence

- Monitor and research funding trends and donor priorities to support resource mobilization efforts.
- Support the team's maintenance CRM records, donor contact information, opportunity tracking
- Draft and maintain notes for the record, reporting and deadline calendars.
- Map and profile prospective leads. Support partnerships colleagues in curation of partnerships engagement and opportunity pipeline.
- Develop and maintain profiles on governments, corporations, foundations, et al.
- Monitor and curate sector-specific resources such as policies, press releases, and newsletters.

Donor Relationship Management and Stewardship

- Assist in the development of donor communications, including newsletters, briefing documents, reports, and success stories.
- Support the timely acknowledgment and stewardship of donors through personalized communications (outreach, acknowledgement and thank you letters, notes for the record, formal email exchanges).
- Support donor compliance requirements, including maintaining updated records and documentation.
- Support in the development of key resource mobilization documentation, e.g. leave-behinds, pitch decks, and other one-pagers.
- Provide proposal development support, working with the Project Development Coordinator where required.

- Engage with Communications and other Crop Trust teams to ensure consistency and quality of fundraising and partnership messaging, including public-facing donor acknowledgement messaging (social media, etc).

Events and Representation

- Prepare briefing books for Crop Trust leadership travel, events and meetings.
- Assist with partner-focused events and donor visits (in coordination with the Events team).
- Coordinate high-level meetings, with end-to-end support, such as scheduling, preparing agendas, meeting protocol requirements, and other required deliverables.
- Attend and support the preparation for internal coordination meetings, as required, including with Communications, Science and Programs, and Events meetings.
- Serve as a professional, collaborative and service-oriented representative of the Crop Trust in engagements with partners.
- Carry out other duties as reasonably required.

Qualifications and Competencies

Education

- A bachelor level degree is required.
- Supplementary training or certification in communications, journalism, public information, media studies, administration or a related field is desirable.
- A master level university degree in a relevant field may be accepted in lieu of some experience, where applicable.

Work Experience

- A minimum of five years of experience in partnerships, advocacy, fundraising, communications, public information, outreach, administrative support or a related area is required.
- Experience supporting partnerships or outreach functions in an international organization, public institution, NGO or multilateral environment is desirable.
- Experience developing knowledge products, briefing materials, presentations or other resources to support partnerships, fundraising and stakeholder engagement is desirable.

Language

- Excellent written and spoken English is required.
- Knowledge of another language, particularly German, or a language of Crop Trust's key stakeholder groups, is desirable.

IT Skills

- Proficiency in standard office software applications, including Microsoft Word, Excel and PowerPoint, is required.
- Experience using Salesforce or a comparable CRM system to manage donor and partner relationships, maintain pipelines and support fundraising activities is desirable.
- Experience analysing fundraising or partnership data, including pipeline management, forecasting, reporting and the preparation of management information to support strategic decision-making, is an asset.

Competencies

- Demonstrated ability to draft and edit clear, accurate and well-structured written materials.

- Strong organizational skills and ability to manage multiple assignments and deadlines with attention to detail.
- Ability to work effectively with colleagues and external stakeholders in a multicultural environment.
- Shows initiative, reliability, sound judgment and a client-oriented approach in carrying out assigned tasks.
- Maintains accuracy and quality of work under pressure and within tight timelines.

Terms and Conditions: The Crop Trust offers an attractive remuneration package including a competitive salary, medical insurance and leave provisions. This is a locally recruited position classified as Grade G2 with the highest Grade of the locally recruited positions being G5. The entry salary for this position is EUR 40,643.40. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid in Euros. Relocation costs are not covered. **The initial term of the contract will be three (3) years**, with the possibility of renewal. The contract will be subject to a probationary period of six (6) months.

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

1. **A one-page motivation letter including a 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.**

Please apply by using the following link: <https://www.impactpool.org/jobs/1222421>

Deadline for applications is 19 July 2026

By submitting your application, you agree to the Crop Trust processing your personal data as described [here](#).

The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.

Only short-listed candidates will be contacted.