

Vacancy announcement

Position: Business Development Specialist, RECOFTC Main Office

Deadline for application: 28 February 2025

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based, and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs, and brings together governments, communities, businesses, academia, and civil society organisations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country programme offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand, and Viet Nam.

RECOFTC is seeking a Business Development Specialist for its Executive Office (EO) based in Bangkok, Thailand. The selected candidate will be offered a 24-month contract with the possibility of extension, contingent on funding availability and satisfactory performance.

Tasks and duties

The Business Development Specialist is a member of RECOFTC's EO unit and works under the direct supervision of the Business Development Manager. The Business Development Specialist works in collaboration across the organization providing business development support where needed, as well as working on early solicitation, business intelligence, and marketing and communication products for business development.

RECOFTC's five-year strategic phase (2023-2028) is underway, looking to expand and diversify funding and donor base. The Business Development team monitors, tracks and applies for funding calls, as well cultivates relationships with existing and potential new funders and partners. This position will play an integral role in strategizing, conceptualizing and writing to a range of donors and audiences.

Specific tasks and duties include:

- Develop proposals, with a strong focus on creating budgets as per the cost norms and donor guidance, alongside drafting concept notes with technical and institutional inputs from main office and country offices
- Coordinate proposal and concept note processes to ensure the timely submission of high-quality, budget-compliant products that meet donor requirements

- Collaborate with technical teams and country programmes to design innovative project activities that align with donor trends, ensuring that budgetary considerations are integral to the project design
- Research donor trends, priorities and initiatives across public, private and foundation sectors while staying informed about specific donor initiatives
- Track and analyze new opportunities, assess RECOFTC's competitive position, and contribute to and help identify diversified funding strategies
- Collaborate with RECOFTC team members to identify and support the development of feasible green financing models
- Support regional secretariats of Regional Model Forest Network ([RMFN](#)), [People Forests Partnership](#), [SCeNe](#) Coalition and [EXPLORE Programme](#) in reaching their business development targets
- Support RECOFTC's business development pipeline, including building a solid bankable pipeline of projects, at both the country and regional levels
- Assist with quarterly business development reporting and support country programmes with business development needs, ensuring alignment with financial targets
- Develop, update and revise organizational capacity statements and other key documents for the Business Development team
- Contribute to a review and revision of RECOFTC's Business Development systems, processes and standard of procedures
- Maintain organizational files and records, making sure that documents are organized and accessible for all RECOFTC staff
- Perform any other duties as assigned by the Business Development Manager

Qualifications and experience:

The Business Development Specialist should have the following essential qualifications and experience:

Essential

- Bachelor's degree in English, writing, communications, international development, business development, marketing or a related field. Master's degree preferred
- At least eight years of professional experience in business development, fundraising, international development or a related field
- Demonstrated ability and success in fundraising and writing funding proposals
- Demonstrated ability in developing cost proposals or proposal budgets, budget management skills preferred
- Experience developing or designing climate finance or nature-based solution projects
- Good understanding of the environment and natural resource management sector, especially forestry, climate change, governance, livelihoods, gender and social inclusion
- Knowledge of donors, funding trends and key actors in international development, preferably in the Asia-Pacific context
- Familiarity with family foundations and private sector actors
- Good interpersonal and communication skills; ability to interact with people at all levels in a multicultural and multidisciplinary environment
- Knowledge and proven skills in Office365 apps and Adobe (Acrobat)
- Ability to handle and prioritize multiple tasks in a fast-paced dynamic environment
- A good sense of humour, a team player and have a positive attitude

- A self-starter, willing to take initiative and follow through on tasks; works well independently or as part of a team

Desirable

- Experience working on a small team with limited resources, wearing multiple hats as needed
- Work experience in Southeast Asia
- Experience with fundraising in academic settings
- Knowledge of an Asian language

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize wellbeing

How to apply

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate is suitable for the position, include salary expectations, and provide the current contact details of three referees, including recent supervisors. [Please apply by clicking here.](#)

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/>

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, color, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.