

TERMS OF REFERENCE

Fundraising Manager

Job Title	Fundraising Manager
Employment Type	Fixed-Term Employment
Contract Length	One (1) year
Unit	Office of the Executive Director
Reports To	Executive Director
Location	ICSC Office
Key Relationships	Internal: Other than reporting line/s, all Project and Program Directors and Managers
	External: Donor agencies, philanthropic organizations, funding institutions, networks, and partners; other organizations on fundraising systems and best practices for learning and sharing.

Background

ICSC is growing in size and complexity, with over 70+ staff across multiple programs and regions. As more climate financing opportunities globally become viable for ICSC, ICSC needs the internal capacity to capture these resources efficiently.

The role of a **Fundraising Manager** in ICSC is to **lead the development and coordination of a fundraising strategy** across teams, support **the diversification of income sources**, and **position ICSC to respond more quickly to emerging funding calls and regional (SEA) opportunities**.

Objectives

The Fundraising Manager is responsible for leading the following efforts:

- Leading the development and implementation of a multi-year fundraising strategy tailored to the institutional and programmatic needs of ICSC's teams.
- Coordinate fundraising and grant writing efforts across teams especially for large-scale funding sources.
- Ensure alignment between proposals, budgets, and institutional priorities in collaboration with other teams.

Duties and Responsibilities

The Fundraising Manager's duties and responsibilities are as follows:

Fundraising Strategy and Planning:

- Develop and implement a multi-year fundraising strategy targeting large-scale institutional donors, foundations, and other potential funding sources.
- Lead fundraising planning and strategy alignment efforts across teams especially for large-scale grants.
- Regularly assess the funding landscape in terms of trends and emerging opportunities relevant to ICSC's mission.
- Lead the development of a robust funding pipeline for ICSC.
- Collaborate with ICSC's Management Committee and Board of Directors to leverage their networks and expertise to identify and secure potential donor opportunities.

Proposal Development and Grant Management:

- Develop tailored engagement plans, compelling support cases, and strong proposals to secure significant and sustainable funding aligned with ICSC's institutional goals.
- Develop guidelines and best practices for grant writing and proposal development to be shared across teams.
- Coordinate with the Admin and Finance Team (AFT) for grant monitoring.
- Coordinate with the Monitoring, Evaluation, Impact, and Learning (MELI) team for data, impact metrics, and historical data for proposals.

Donor Stewardship and Reporting:

- Cultivate and steward new and existing donor relationships aligned with ICSC's mission through regular updates, compelling storytelling, and impactful reporting.
- Monitor fundraising metrics and provide monthly and quarterly reports to the leadership team.
- Document fundraising processes, funder guidelines, and funder preferences for institutional use.

Qualifications

The Fundraising Manager must meet the following specific requirements:

- Bachelor's Degree in Development Studies, Communications, Business Administration, OR relevant experience in absence of educational attainment.
- At least five (5) years of experience in fundraising, grant writing, and/or donor relations, preferably in the development sector or in an NGO related to climate change and environment.
- Demonstrated success in securing institutional and multi-year funding.
- Exceptional written and verbal communication skills with ability to craft compelling proposals.
- Strong understanding of international grant compliance, donor reporting, and proposal writing.
- Excellent relationship-building skills and experience in networking with donors and partners.
- Strong planning, budgeting, and organizational skills.
- Willing and able to travel internationally for networking and donor events.
- Proficiency in MS Office, Google Workspace.

Application Process

ICSC values diversity and is an equal-opportunity employer. If you fit the role and possess the desired qualifications, please email the following documents to jobs@icsc.ngo on or before **March 31, 2026**.

- Letter of Intent addressed to Mr. Angelo Kairos T. Dela Cruz, Executive Director, with the subject line "Application for Fundraising Manager – [Surname]"
- Resume (*Do not attach any photo*)