

ICRI GLOBAL

Intergenerational Climate Resilience Initiative

Terms of Reference — Operations & Partnerships Coordinator

Title	Operations & Partnerships Coordinator
Category	Staff – Foundation Stage
Station	Remote
Date Posted	March 2026
Contract Duration	3-month initial contract (full-time, 1.0 FTE), renewable subject to performance and funding. 3-month probation period

Result of Service

The Operations & Partnerships Coordinator will establish and maintain the internal operational systems, governance rhythms, and external partnerships pipeline required for ICRI Global to function as a credible, delivery-capable organisation. At the end of the engagement, ICRI will have a functioning operational backbone, an active institutional fundraising pipeline, and the documented processes necessary to demonstrate organisational readiness to funders, multilateral partners, and community stakeholders.

Responsibilities

Background and Organisational Setting

ICRI Global is a Swiss-registered nonprofit association operating at the intersection of Indigenous and local community rights, Traditional Ecological Knowledge governance, biodiversity policy, and equitable benefit-sharing.

The Coordinator will work under the direct supervision of the President and in close coordination with the Board of Directors and external partners.

This is a full-time (1.0 FTE) role, and the Coordinator is expected to be available for regular collaboration across time zones, including occasional early morning or evening calls.

I. Governance and Board Support

- Manage the meeting cadence, prepare agenda drafts, circulate documents, record minutes, and maintain a decision log and action tracker
- Prepare concise decision memoranda to enable efficient Board decision-making
- Maintain a central register of decisions, tasks, owners, and deadlines
- Deliver a monthly operational dashboard to the President covering status, risks, pipeline, and forthcoming decisions

II. Internal Operations and Process Development

- Design and implement a document management structure in Microsoft SharePoint, including naming conventions, version control, and access governance
- Establish a task and project tracking system using Microsoft 365 tools

- Develop an Operations Handbook documenting ICRI's standard operating procedures for meetings, approvals, communications, and document management
- Maintain IT and tooling governance including user access, permissions, and onboarding and offboarding standards

III. Resource Mobilisation and Partnerships

- Research and maintain a prioritised pipeline of institutional funders, grant programmes, and strategic partners aligned with ICRI's mandate
- Execute and document all outreach and follow-up communications with prospective funders and partners
- Develop and maintain reusable proposal building blocks — concept note, proposal template, budget template, and organisational profile
- Manage a grant submission calendar to ensure timely identification and pursuit of funding opportunities
- Coordinate proposal development processes including Board input, review cycles, and submission compliance

IV. Membership Development

- Design and operationalise the membership intake, onboarding, and communication process
- Execute structured outreach to prospective members and institutional supporters
- Maintain accurate member records and manage associated administrative processes

V. External Presence and Institutional Communications

- Ensure ICRI's external-facing institutional materials remain current, accurate, and consistent with organisational developments coordinating with the Brand & Digital Communications function as required

VI. Financial Operations Support

- Support monthly budget and expense tracking in coordination with the President and Treasurer
- Ensure all payments and financial approvals are documented and filed in accordance with ICRI's governance requirements

Qualifications and Special Skills

Education

A first-level university degree in international development, public administration, environmental governance, social sciences, or a related field is required. An advanced degree is an asset.

Experience and Expertise

- A minimum of three years of progressively responsible professional experience in NGO operations, project coordination, or international development is required
- Demonstrated experience designing and managing internal coordination systems in a remote or international team environment is required
- Proficiency in Microsoft 365 — Teams, SharePoint, Outlook, Excel, and Planner — is required

- Proven experience supporting donor relations, grant research, or institutional partnership development is required
- Familiarity with international environmental governance frameworks, or equivalent multilateral processes, is desirable
- Experience working with Indigenous rights, Traditional Ecological Knowledge, or community-based natural resource management is desirable
- Knowledge of EU, Swiss, or multilateral institutional funding landscapes is desirable
- Experience working within or alongside a Swiss nonprofit association or equivalent legal structure is desirable

Skills and Profile

- Ability to translate strategic direction into documented, repeatable operational processes
- Strong written and oral communication skills in English at a professional institutional level
- Effective organiser with demonstrated ability to manage multiple competing priorities with minimal supervision
- Systems thinker with attention to detail and a commitment to organisational quality standards
- Ability to work effectively across cultures and time zones in a remote team environment
- Self-motivated, proactive, and comfortable operating in an organisation at an early stage of institutional development

Remuneration

This is a full-time staff position. Compensation will be offered as a fixed-term employment contract, with salary commensurate with experience and aligned with ICRI Global’s nonprofit pay principles and available funding. The indicative salary range will be shared with shortlisted candidates before interview.

Performance Indicators — 90-Day Review

The following measurable outputs will form the basis of the formal performance review at the end of the initial contract period.

Deliverable	Success Indicator	Target Date
Operational rhythm established	Meeting cadence, minutes, and decision log active without exception	End of Week 2
SharePoint structure implemented	Folder hierarchy, naming conventions, and access governance documented and in use	End of Week 2
Operations Handbook v1 delivered	SOPs covering meetings, documents, approvals, and communications submitted to Board	End of Month 1
Board dashboard operational	Monthly one-page dashboard delivered on schedule	End of Month 1
Institutional trust package complete	Organisational profile, governance overview, standard deck, and FAQ available for external use	End of Month 2
IT and tooling governance documented	M365 access, permissions, and standards confirmed by Board	End of Month 2
Fundraising longlist submitted	Minimum 10 funders researched and documented in pipeline with next actions	End of Month 3

Priority pipeline established	Top 5 opportunities shortlisted with outreach plan submitted to Board	End of Month 3
Outreach routine active	Minimum 5 active institutional contacts with documented follow-up	End of Month 3
Membership process operational	Intake and onboarding process designed and live	End of Month 3

Languages

English is the primary working language of ICRI Global. Fluency in written and oral English is required. Knowledge of French, German, or another working language is desirable.

Application

Interested candidates are invited to submit the following documents:

- A **current curriculum vitae** (maximum 3 pages)
- A **cover note** of no more than 300 words responding to the question: *“Describe how you would approach the first 30 days in this role and what you would prioritise first.”*
- **Contact details for one professional reference** (name, organization, role, email, and phone)

Please send your application as a single PDF file to info@icriglobal.org with the subject line:

Application – Operations & Partnerships

Shortlisted candidates will be invited to a structured, competency-based interview. ICRI Global is committed to an equitable and transparent selection process and strongly encourages applications from candidates based in biodiversity-rich and Global South regions.