GLOBAL CLIMATE & HEALTH ALLIANCE

HEAD OF DEVELOPMENT

Job Description • Development Track, Senior Tier

POSITION BRIEF

The Head of Development is GCHA's first dedicated development professional and one of the most consequential hires the organisation has made. Working as a genuine strategic partner to the Executive Director, this role carries primary responsibility for growing and diversifying GCHA's funding base from its current level of approximately USD 1.4 million annually to the USD 5+ million target set out in GCHA's board-approved 2026–2030 strategic plan. The Head of Development will own the full development cycle across all programme areas — funder intelligence, relationship cultivation, proposal development, compliance, and stewardship — and will play a central role in building the fundraising infrastructure, systems, and culture that GCHA needs to scale sustainably.

This is a role for an experienced international NGO fundraiser who combines strong existing relationships in climate and/or global health philanthropy with the organisational instincts and operational discipline to build a development function largely from scratch. The right candidate will be energised, not daunted, by that challenge.

A NOTE ON THIS TIER

The Head of Development sits at the same tier as GCHA's Lead-level programme roles: the highest level of professional responsibility below the Executive Director. Like those roles, the Head of Development is expected to operate with significant autonomy within an agreed scope, exercise independent professional judgement, and contribute meaningfully to organisational strategy. This is not an execution role that looks upward for direction on every decision; it is a leadership role that sets direction within its domain and brings the ED in for decisions that are strategic, precedent-setting, or involve the most senior funder relationships.

What distinguishes the Head of Development tier from a more junior development role is the combination of: existing funder relationships that can be activated from day one; the experience to develop and manage a multi-million-dollar grants portfolio without close supervision; the strategic intelligence to read the funding landscape and identify opportunities that are not yet obvious; and the organisational judgement to build systems and processes that will serve GCHA well beyond any individual grant cycle.

Given that GCHA is hiring its first dedicated fundraiser, the Head of Development will also need the particular quality of the experienced 'builder': someone who can create structure where little exists, establish credible processes, and make sound decisions with incomplete information, while remaining genuinely collaborative within a small and mission-driven team.

ABOUT GCHA

The Global Climate and Health Alliance (GCHA) works at the forefront of a growing global movement of health professionals and health and development organisations dedicated to promoting a healthy, equitable, and sustainable future for all. We address the climate crisis through evidence-based advocacy, policy, movement building, research, and strategic communications. With 250+ organisational members spanning 125+ countries, the Alliance co-chairs the WHO-Civil Society Working Group on Climate & Health and collaborates with organisations and agencies around the world to bring influential health voices to national, regional, and international decision-making on climate change, health, and development.

The GCHA secretariat is a small team with a large mandate: building the climate and health movement to tackle the climate crisis and preserve a healthy home for humanity.

LOCATION & SCHEDULE

Location	Fully remote. All GCHA staff work remotely. Candidates based in international locations are strongly encouraged to apply.
Hours	Full-time. Flexible schedule; availability required for team meetings and regular check-ins with the Executive Director, typically held between 10AM–5PM ET.
Equipment	Consultant positions: individuals provide their own computer, materials and supplies.
Travel	International travel required (e.g. COP, WHA, major funder convenings) and team gatherings, typically 3–5 trips per year.
Reports to	Executive Director

CORE RESPONSIBILITIES

Fundraising Strategy & Pipeline Development (30%)

- Take primary ownership of GCHA's fundraising pipeline: research, identify, qualify, and prioritise prospective funders across all of GCHA's programme areas, including foundations, bilateral and multilateral donors, and individual major donors.
- Develop and maintain a living fundraising strategy and prospect pipeline, updated monthly, tracking the status of all current and prospective funder relationships, upcoming deadlines, and revenue projections by quarter and year.
- Monitor the global philanthropic landscape relevant to GCHA's work — including climate philanthropy, global health funding, fossil fuel phase-out initiatives, and international civil society grant-making — and bring intelligence and analysis to the ED on a regular basis.
- Identify and evaluate opportunities for revenue diversification, including government and multilateral grants, consortium participation, individual major donor development, and possibly government and multilateral grants; develop plans for pursuing the most promising opportunities in collaboration with the ED.
- Provide strategic fundraising input into GCHA's annual planning and budgeting process, including realistic revenue projections, funder pipeline analysis, and identification of funding gaps and risks.
- Maintain awareness of organisational developments that affect grant eligibility and funder relationships, and develop and execute strategies to navigate those proactively with the ED.

Funder Relationship Management & Cultivation (25%)

- Build, cultivate, and steward relationships with a portfolio of current and prospective funders, operating as the primary day-to-day relationship manager for most funders, while supporting the ED in managing the most senior and strategically sensitive relationships.
- Develop and implement a formal stewardship plan for each current funder: regular substantive engagement beyond formal reporting, including impact updates, media highlights, event invitations, and proactive sharing of relevant intelligence.
- Lead the cultivation of new prospective funders: identify the right entry points, develop tailored outreach, coordinate introductory meetings, and manage the relationship through to a first grant application.
- Work with the ED, Chair, and Vice Chair to identify and pursue warm introduction opportunities to high-priority prospective funders, providing briefing materials and talking points for those conversations.
- Maintain GCHA's funder relationship records in the CRM with accuracy and consistency, and manage deadlines, compliance requirements, reporting schedules, and renewal dates in GCHA's work management platform.
- Support the individual major donor programme being developed in collaboration with a board member, providing prospect research, infrastructure, and donor stewardship support.

Proposal Development & Grant Management (30%)

- Lead the development of high-quality grant proposals, letters of inquiry, concept notes, and funder reports across all of GCHA's programme areas, coordinating with programme leads and the ED to ensure accuracy, strategic alignment, and compelling narrative.

- Develop and maintain a library of core fundraising narrative assets — organisational overview, theory of change, impact data, programme descriptions, case studies, and budget templates — that can be efficiently tailored for each application.
- Ensure all proposals include a well-justified indirect cost recovery line of 20–25%, and prepare clear budget narratives that make an affirmative case for overhead investment to funders.
- Manage grant compliance across the full portfolio: working with GCHA programme teams, maintain documentation of deliverables and expenditure against grant budgets, coordinate the preparation of financial and narrative reports, and ensure all reporting deadlines are met without exception.
- Proactively flag any risks to grant compliance, programme delivery, or budget variance to the ED, and bring proposed solutions.
- Ensure proposals and reports are consistently tailored to each funder's stated priorities, language, and reporting requirements. Generic or lightly adapted materials are not acceptable at this level.

Fundraising Infrastructure & Organisational Development (15%)

- Assess GCHA's existing tool set — including EveryAction, Asana, and Aplos — and implement a structured grants tracking and pipeline management system using those tools, to manage deadlines, compliance requirements, reporting schedules, and renewal dates, supplemented by additional platforms if and where genuine gaps exist.
- Work closely with GCHA's M&E consultant to ensure that the organisation's impact measurement framework generates data and narratives directly useful for funder reporting and new proposals; brief the consultant explicitly on the fundraising use of their outputs.
- Develop and maintain a suite of core fundraising documents — including an organisational investment prospectus for core/operational funding asks and other priority development areas — in collaboration with programme leads and communications manager.
- Establish and maintain a funder intelligence system: track foundation strategy updates, personnel changes, new RFPs, and relevant funding announcements.
- Contribute to GCHA's organisational planning, team meetings, and cross-programmatic work as a senior voice on fundraising feasibility, funder priorities, and revenue risk.
- As the team grows, supervise any junior development staff or development-focused consultants engaged in support of the fundraising function.

THE FUNDRAISING CONTEXT FOR THIS ROLE

We are sharing more context about GCHA's current fundraising situation than is typical in a job description, because we want candidates to self-select on the basis of a clear-eyed understanding of both the challenge and the opportunity.

What makes this role genuinely exciting:

- GCHA occupies a unique position in the global civil society landscape: no comparable organisation operates at this intersection of health-sector credibility, global scale, and climate advocacy. The fundraising case is strong, distinctive, and increasingly urgent.
- A board-approved five-year strategic plan with an ambitious growth trajectory provides the kind of credible institutional narrative that major foundations can invest in. The Head of Development will be instrumental in translating that plan into secured income.
- High-quality, high-profile programme outputs — including the 'Cradle to Grave' fossil fuel health harms report, the 'Break the Fossil Influence' campaign, and a BBC-produced video series — give the Head of development compelling, ready-made material.
- GCHA's formal UNFCCC engagement, 250+ member network spanning 125+ countries, regional programme staff based in Chile and Argentina, and co-chairing of the WHO-Civil Society Working Group on Climate & Health represent relationship assets that most organisations at this budget level would not have.
- This is a genuine opportunity to build a development function from scratch within an organisation that has the mission, the moment, and the network to grow significantly — and to do so in a way that is healthy, sustainable, and mission-aligned.

What the right candidate needs to be clear-eyed about:

- Most of GCHA's major grants are currently due for renewal in 2026. Securing those renewals — including navigating sensitive conversations with funders about the implications for our work of current international dynamics — will be among the first and most important priorities of this role.
- GCHA currently has no dedicated fundraising staff; the Executive Director has carried all fundraising responsibility to date. The Head of Development will need to establish processes, systems, and institutional knowledge largely from scratch, in close collaboration with the ED.
- The current funder base is concentrated among a small number of UK, European, and US foundations. A core objective of this role is to diversify that base significantly, including developing relationships with foundations and institutional donors that GCHA has not previously approached.
- GCHA currently operates with very limited unrestricted income. Part of this role's mandate is to increase the proportion of flexible funding — through indirect cost recovery, general operating support grants, and individual major donors — to give the organisation greater resilience.
- GCHA is a small, fully remote secretariat. The Head of Development will need to be genuinely self-directed, comfortable with ambiguity, and effective without substantial administrative support.

REQUIRED QUALIFICATIONS

Experience & Track Record

- Minimum 7 years of professional experience in international NGO fundraising, with a demonstrable track record of securing grants of USD 250,000 and above from major foundations, bilateral donors, or multilateral institutions.
- Proven experience managing a grants portfolio of USD 1 million or more, with full-cycle responsibility from prospect research through proposal development, compliance, and reporting.
- Direct fundraising experience in at least one of GCHA's core thematic areas: climate change, global health, health and environment, fossil fuel advocacy, or international civil society. Experience fundraising at the intersection of climate and health is a significant advantage.
- Demonstrated ability to build new funder relationships from scratch — not only to maintain inherited relationships — including identifying entry points, developing tailored outreach, and moving prospective funders through a cultivation pipeline to a first grant.
- Experience fundraising from foundations headquartered in the UK and/or Europe, given that GCHA's most established funder relationships are in these markets and this is where the highest concentration of near-term opportunity lies.
- Experience developing core or general operating support grant proposals, including making an affirmative case for overhead investment to funders accustomed to funding project activities only.
- Experience working in or with small organisations where fundraising requires a high degree of autonomy, resourcefulness, and the ability to produce high-quality outputs without substantial administrative support.

Funder Relationships

GCHA is seeking a Head of Development who brings existing, active relationships with programme officers and grants staff at foundations relevant to its work. The valued funder relationships for this role include, but are not limited to:

- Major climate foundations: Clean Air Fund, Wellcome Trust ('Our Planet, Our Health' programme), KR Foundation, European Climate Foundation, Children's Investment Fund Foundation, Oak Foundation, Bloomberg Philanthropies, Grantham Foundation, Rockefeller Foundation, or comparable institutions.
- Global health and planetary health funders: Wellcome Trust (broader global health programmes), Skoll Foundation, IKEA Foundation, Laudes Foundation, Packard Foundation, or comparable institutions.
- Latin America or Global South-focused funders: Gordon and Betty Moore Foundation, Andes Amazon Fund, Hewlett Foundation, Inter-American Development Bank, or comparable institutions.
- Government or multilateral funders: demonstrated experience with FCDO, Sida, NORAD, BMZ, DGIS, European Commission (DG CLIMA or equivalent), or WHO grant-making processes is highly valued.

Candidates are encouraged to describe their funder relationships concretely in their cover letter: the specific foundations or institutions they have worked with, the nature of the relationship, and the grants secured as a result. These relationships will be central to conversations at interview.

Skills & Competencies

- Exceptional written English: able to produce compelling, well-structured, funder-tailored proposals, concept notes, and reports with minimal editorial support. Writing samples will be requested at interview stage.
- Strategic and analytical thinker: able to read the funding landscape, identify non-obvious opportunities, assess funder priorities critically, and translate organisational strategy into a realistic fundraising pipeline.
- Sound financial management: comfortable developing and managing grant budgets, tracking expenditure against grant budgets, and identifying and resolving budget variances. Experienced in negotiating indirect cost recovery with funders.
- Highly organised and deadline-driven: able to hold a complex grants portfolio — multiple proposals at different stages, multiple reporting deadlines, multiple funder relationships — simultaneously without losing accuracy or quality.
- Relationship intelligence: knows how to read a funder relationship; when to push and when to wait; how to handle a difficult renewal conversation; and how to sustain productive long-term partnerships with programme officers through staff transitions and strategy changes.
- Proactive and self-directed: identifies problems and opportunities without being asked, brings proposed solutions rather than just issues, and operates effectively in a fully remote, small-team environment with limited administrative support.
- Collaborative and mission-aligned: understands that fundraising in a values-driven organisation requires working genuinely with, not around, programme colleagues; able to translate technical programme content into compelling funder narrative without distorting it.
- Discreet and trustworthy: able to handle sensitive information about funder relationships, organisational finances, and internal strategy with appropriate confidentiality and judgement.

Values & Approach

- Deep commitment to GCHA's mission: the intersection of climate action and global health equity, and the role of health professionals as a uniquely credible force for change. This is not a role for someone who views the mission as incidental to the fundraising function.
- Genuine commitment to GCHA's ethical fundraising boundaries: the organisation excludes fossil fuel, tobacco, alcohol, firearms funding sources as these are health-harming industries. While pharmaceutical companies are a very important part of the health sector, so as to avoid undue influence on medical professionals affiliated with GCHA, GCHA also excludes funding from pharmaceutical companies; and applies rigorous scrutiny to any private-sector-affiliated funder. The Head of Development must be not only willing but genuinely invested in operating within these constraints.
- Cross-cultural humility and effectiveness: able to work credibly across the geographies, languages, and professional cultures that make up GCHA's global membership and funder base.
- Transparent partnership with the ED: a willingness to share both opportunities and setbacks honestly, flag risks early, and build a working relationship founded on trust and mutual accountability.

DESIRED QUALIFICATIONS

- Advanced degree in a relevant field (international development, public health, environmental policy, international relations, or equivalent). Extensive relevant experience is equally valued.
- Experience fundraising specifically at the climate-health nexus, or with foundations that have explicit climate-health or planetary health programmes (e.g. Wellcome's 'Our Planet, Our Health' initiative, CIFF's climate programme, Rockefeller's planetary health work).
- Familiarity with the implications of NGO domicile for international grant eligibility across jurisdictions.
- Experience building or contributing to an individual major donor programme within an international NGO, including prospect research, cultivation, and personal asks.
- Experience managing or mentoring junior fundraising staff or development consultants.
- Familiarity with grant-making processes of the European Commission (DG CLIMA, Horizon Europe, or equivalent) or other institutional donors with multi-stage application processes.
- Experience with CRM systems (e.g. EveryAction, Salesforce, or similar) and grants management tools (e.g. Fluxx, Submittable, Airtable, or equivalent).
- Proficiency in Spanish or another language relevant to GCHA's programme geographies, particularly given the growing importance of the Latin America programme, or French.

- Familiarity with UNFCCC processes and the international climate policy landscape, which will support credible engagement with climate funders and identification of policy-linked funding opportunities.

WORKING RELATIONSHIP WITH THE EXECUTIVE DIRECTOR

Because GCHA is hiring its first dedicated fundraiser, the working relationship between the Head of Development and the Executive Director deserves explicit description.

The ED will retain direct ownership of the most senior and strategically sensitive funder relationships — including the most critical renewal conversations and any relationships that involve the Chair or Vice Chair. The Head of Development will support the ED in those relationships through briefing materials, strategic preparation, and timely follow-up, rather than leading them directly. Over time, as trust is established and the Head of Development's knowledge of GCHA's funder relationships deepens, the balance of responsibility will shift accordingly.

For the majority of funder relationships — and for all new prospective funders below the most senior tier — the Head of Development will operate as the primary relationship manager, with the ED brought in for high-stakes meetings or where an organisational-level relationship is involved.

The Head of Development will meet with the ED weekly for a fundraising pipeline review, and will provide a written pipeline and revenue update monthly. They will be expected to flag risks, share intelligence, and surface proposed solutions proactively. The ED does not want to be managing the fundraising function; they want to be a resource, a door-opener, and a strategic partner for a Head of Development, who is running it with confidence and skill.

EQUAL OPPORTUNITIES EMPLOYER

GCHA is committed to a diverse and inclusive workplace. We welcome applications from all qualified individuals regardless of race, ethnicity, religion, gender identity, sexual orientation, disability, age, or national origin. We actively work to foster an environment where all team members can thrive.

Location	Fully remote; non-US candidates strongly encouraged
Salary	USD 90,000-110,000 (plus up to 20% in lieu of benefits, for consultancy hires outside the US)
Travel	3–5 international trips/year (COP, WHA, funder meetings)
Reports to	Executive Director
Start	As soon as possible

To apply, please submit your CV and cover letter describing your relevant experience and funder relationships using this form:
https://form.asana.com/?k=dA_BcAS2e0v2TKFJAqesKQ&d=1202507514243296
Applications reviewed on a rolling basis • climateandhealthalliance.org