

An aerial photograph of the Zamorano campus, showing several large, white buildings with red-tiled roofs arranged in a U-shape around a central green area. The campus is surrounded by lush green fields and trees. In the background, there are rolling hills and a road.

## ZAMORANO IS LOOKING FOR DIRECTOR OF INSTITUTIONAL DEVELOPMENT

### WHAT IS ZAMORANO

Zamorano founded in 1942, is a private, international, agricultural university in Honduras near the capital, Tegucigalpa. The campus includes a 4,000-hectare working farm that produces and processes a wide variety of agricultural products. The farm provides Zamorano's 1,250 students with practical experience and research opportunities in preparation for careers related to sustainable agri-food systems such as: Agribusiness Management, Food Science and Technology, Environment and Development, and Agricultural Sciences and Production. To ensure that the university's teaching and research programs are innovative and compatible with Sustainable Development Goals, Zamorano maintains strong partnerships with leading universities, research centers and development organizations around the globe.

Zamorano students learn and develop leadership skills by working and studying with members of Zamorano's diverse community, which includes students from more than 20 Latin American countries and faculty trained in the Americas, Europe and Asia. A Zamorano education is designed to provide graduates with technical competencies, an entrepreneurial spirit, strong values and problem-solving skills that will enable them to address current challenges facing the food system and climate change issues in Latin America and globally.





## PURPOSE OF THE POSITION

Promoting, directing and implementing university institutional development. Responsibilities include raising funds from national and international sources, establishing relationships with public and private entities, alumni affairs, project management in support of the faculty and institutional events, all in accordance with the guidelines of the President's Office in the framework of the fulfilment of Zamorano's purpose and strategy.

### KEY ROLES AND RESPONSIBILITIES

1. Design and execute actions to achieve fundraising (over eight-figures annually), including contributions to the endowment fund, scholarship programs and donations from graduates.
2. Supervise the Fundraising Office in the United States and the representations in Latin America and the Caribbean, ensuring compliance with fundraising activities.
3. Ensure the effectiveness of the work of the Stewardship Office, including the creation and maintenance of databases, donor stewardship (current and prospective), preparation and submission of reports.
4. In alignment with the President's Office, prepare the Strategic Plan related to the work of the

Institutional Development Department to support the objectives of the University, ensuring that it includes strategies towards a wide variety of donors, private companies and governments across different countries.

5. Prepare and submit annual and long-range plans, as well as timely reports and analyses as required, in coordination with the President's Office for the Institutional Development Committee of the Board of Trustees.
6. Participate in strategic decision-making and in the creation and implementation of overall University policies.
7. Prepare and follow up on the fulfilment of the performance objectives for the operational areas under his/her responsibility, as framed in the Institutional Strategic Plan.
8. Contribute to the establishment of strategic relationships between Zamorano and public and private entities linked to the region's agri-food systems.
9. Supervise the work that the Project Management Office carries out in coordination with the Academic Departments to secure outreach and research projects, including the maintenance of a portfolio of projects, agreements and institutional contracts.





10. Supervise the work of the Alumni Relations Office, including the creation and maintenance of a two-way communication system with graduates, in order to encourage their involvement, donations and support to the University.
11. Oversee the work related to the management of Events and Visits, including support to the Office of the President, the Academic Vice-Presidency and Dean's Office, the Vice-Presidency for Operations and Finance and the academic departments and other units that carry out events or receive visits, and particularly the Board of Trustees Meetings, commencement events and the Pan-American Fair, among others.
12. Prepare and execute the annual budget approved by the President's Office for Institutional Development.
13. Work closely with members of the Institution's staff, participating in the committees designated by the President's Office.
14. Lead the implementation of initiatives for process improvement, value creation and adaptation to institutional changes under his/her responsibility.
15. Lead and participate in defining strategies to create and maintain a favorable organizational climate for employees as part of Zamorano's cultural strengthening process.
16. Direct and supervise the Institutional Development team members, as well as the department's resources.
17. Carry out other activities assigned by the President's Office in support of Zamorano's purpose and strategies.





## PROFILE: EDUCATION, EXPERIENCE AND SKILLS

- Undergraduate degree in the following fields: agricultural sciences, project management, international relations or related. M.S., M.A., MPA or M.B.A. degree.
- More than ten years of management experience.
- Demonstrated ability and results in fundraising including major gifts, projects, grants, graduate and individual donations, government funded programs for at least ten years, desirable in educational institutions.
- Extensive network of institutional and personal contacts on an international scale to help to meet the defined goals of the position.
- Proficient in digital communication tools and Microsoft Office.
- Bilingual in English and Spanish, essential.
- Proficient in budget management.
- Willingness to travel.

## COMPETENCIES

- Oral and written communication
- Strategy and planning
- Interpersonal and organizational relations
- Leadership
- Emotional intelligence
- Project management
- Negotiation





Because Zamorano University is registered in Delaware, U.S.A. as a non-profit corporation and has International Mission status in Honduras, the incoming Director should be familiar with the US institutional culture.

The Director of Institutional Development's primary residence will be on the Zamorano campus.

## APPLICATION

A current Curriculum Vitae should be sent to [seleccion@reinventarte.co](mailto:seleccion@reinventarte.co)

The position will remain open until filled. Because the evaluation process of candidates will be started as resumes are received, candidates are encouraged to send their CVs as soon as possible. To ensure consideration, applications should be received by June 15, 2022.



[www.zamorano.edu](http://www.zamorano.edu)

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