



Vacancy Announcement

Position: Deputy Development Manager

Deadline for application: 14 October 2026. Applications received after this date will be reviewed until the role is filled.

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 almost 40 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 organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

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

RECOFTC is seeking a Deputy Development Manager to join the Resource Mobilization team at the Regional Support Office in Bangkok. Part of the Executive Office unit, the Resource Mobilization team secures and diversifies funding to support RECOFTC's strategic growth. It identifies and assesses funding opportunities, coordinates bids, tenders, proposals and budgets, and manages donor and opportunity pipelines. The team supports country offices and regional initiatives in pursuing new funding and cultivate relationships with existing and prospective donors, clients and partners. It also helps develop innovative and fundable approaches, and explores emerging sustainable and blended finance opportunities that can expand RECOFTC's work beyond conventional grant funding.

The selected candidate will be offered a 12-month contract with the possibility of extension, contingent on funding availability and satisfactory performance. The Deputy Development Manager reports to the Business Development Manager.

Tasks and duties

Our five-year Strategic Phase (2023–2028) is well underway. We are working to expand and diversify our funding and donor base while beginning to plan for the next phase. This position will play an integral role in strengthening resource mobilization now and in shaping our approach for the future.

The successful candidate will develop strategies and concepts, build relationships and manage a pipeline of partner and project opportunities, turning promising ideas into fundable initiatives that are locally led, tested and evidence-based.

The Deputy Development Manager works collaboratively 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.

Specific tasks and duties include:

- Develop pitches, bids, tenders and proposals: Prepare proposals, pitches and concept notes, with a strong focus on developing budgets and cost proposals, drawing on technical and institutional inputs from the Regional Support Office and country offices
- Coordinate submissions and compliance: Coordinate proposal development across offices, tracking progress in the CRM. This includes applying agreed go/no-go criteria, coordinating workplans, reviewing checkpoints and completing compliance checks to ensure timely, high-quality submissions that meet client, donor and tender requirements
- Support project design and innovation: Collaborate with technical teams, country offices and partners to design and test fundable approaches in service delivery, community enterprise, partnerships, financing and technology. Integrate budgets, theories of change, and lessons from pilots to support adaptation and scaling
- Develop sustainable and blended finance opportunities: Collaborate with colleagues to assess, design and structure financing strategies that use catalytic capital to increase commercial investments. Engage specialist partners where detailed financial assessment or structuring is required

- Research and assess funding opportunities: Monitor donor and industry priorities and opportunities across public, private, philanthropic and sustainable finance sources. Assess eligibility, strategic fit and RECOFTC's competitive position to support funding diversification
- Build donor, client and partner relationships: Cultivate new relationships with donors, development finance institutions, investors, businesses and other partners, coordinating engagement and identifying collaboration opportunities and appropriate roles for RECOFTC
- Support pipelines, targets and reporting: Collaborate on maintaining country and regional business development pipelines. Track funding sources and expected co-financing, contribute to quarterly reporting, and support RECOFTC in meeting financial targets
- Strengthen systems and information management: Collaborate on improving business development processes, standard operating procedures, templates and quality checks. Capture lessons from bids and innovation pilots and maintain organized, accessible files and records
- Provide team guidance and support: Mentor the Resource Mobilization team and undertake other tasks assigned by the Business Development Manager

Qualifications and experience

The Deputy Development Manager will have the following qualifications and experience:

Essential

- Bachelor's degree in finance, environmental studies, international development, business 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, including at least one year of experience working with sustainable finance, blended finance, nature and climate finance or other innovative financing approaches
- Demonstrated ability and success in fundraising, pitching and writing funding proposals
- Demonstrated ability in developing cost proposals or proposal budgets; budget management skills preferred
- Demonstrated professional experience working in the region

Desirable

- Preferably a national of an Asia-Pacific country

- Experience developing or designing climate finance or nature-based solution projects
- Experience designing and testing innovations in international development, including participatory problem definition, co-design, piloting, learning, and adaptation
- Working knowledge of sustainable finance and blended finance
- Good understanding of the environment and natural resource management sector, especially forestry, climate change, agriculture, governance, livelihoods, gender and social inclusion, and community tenure and resource rights
- Familiarity with family foundations and private sector actors
- Knowledge of an Asian language
- Knowledge of donors, funding trends and key actors in international development, preferably in the Asia-Pacific context
- Demonstrated management experience

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

Commitment to RECOFTC policies and procedures

- At RECOFTC, we uphold the highest standards of integrity, transparency and responsibility in all our operations. Our policies and guidelines are designed to ensure a safe, inclusive, sustainable and ethical environment for our staff, partners, consultants and the communities we serve.
- All consultants, staff and contractors engaged by RECOFTC are required to comply with RECOFTC's policies and procedures while performing their roles with RECOFTC.

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 www.recoftc.org.

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, disability, sexual orientation, gender identity, colour, 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 applicants with disabilities 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 and individuals from Indigenous and ethnic minority groups to apply.