**Director of Strategic Relations and Memberships**

**Job Description**

## About the CBA

The Circular Bioeconomy Alliance (CBA) is a UK-based charity established by His Majesty King Charles III (as The Prince of Wales) to help build a new kind of economy, a way of doing business that works with nature instead of depleting it. (The Circular Bioeconomy Alliance)

The CBA brings together nearly 70 organizations across science, civil society, finance and industry (e.g. food, fashion, pharmaceutical and construction) to demonstrate through on-the-ground action what this new way of business looks like in practice.

These actions are called 'Living Labs': projects that regenerate landscapes, improve livelihoods and wellbeing, and create new business models that benefit both people and planet.

Each Living Lab is a real-world testing ground creating rigorous, replicable blueprints for how regenerative landscape practices and value chain innovation come together to address climate, biodiversity, and livelihoods. By aligning diverse stakeholders early, they build the social capital and ownership needed to de-risk adoption and ensure long-term sustainability, generating evidence-based, replicable models for future investment and policy. Over a dozen Living Labs '1.0' were implemented from 2020-2023 as part of a suite of first pilots.

## Rationale

The CBA is growing and is looking for an experienced Director of Strategic Relations and Memberships to join the team. This role offers the opportunity to play a central part in shaping and delivering against the CBA strategic plan.

The Director of Strategic Relations and Memberships will be responsible for building and manging key collaborations and partnerships while overseeing member recruitment, engagement, donations and retention to drive organizational growth and long-term value.

The Director of Strategic Relations and Memberships will lead the ambition to grow and steward a highly engaged, diverse membership base, comprising of intergovernmental institutions, companies, investors, research organisations, NGOs and community groups. This role is pivotal in advancing CBA's mission to accelerate the transition to a circular bioeconomy through knowledge-sharing, strategic partnerships, and Living Labs. The director will design and implement a membership strategy that aligns with CBA's vision, leverages networking opportunities, and ensures meaningful engagement across global initiatives.

The Director of Strategic Relations and Memberships will report directly to the Chief Executive Officer (CEO).

Location: London, United Kingdom (with potential international travel as needed).

**Objectives & Responsibilities**

**The objectives of this role combine multiple strategic functions and include:**

- Lead the membership function (growth, retention, value-creation).
- Assist and lead on fundraising efforts (corporates, philanthropy, NGOs).
- Lead engagements & events (flagship events, member forums, high-level stakeholder convenings).
- Act as Chief of Staff to the CEO to drive organisational coherence, strategic execution and operational effectiveness.

You will be a trusted adviser to the Executive Team, connecting membership, fundraising and engagement to maximise the CBA's mission-impact.

**Key responsibilities include:**

1. **Membership & Value Creation**
    - Develop and implement a membership strategy aligned with the CBA's mission, targeting new organisations (corporates, research institutes, investors, NGOs, indigenous/community partners).
    - Define and deliver compelling value propositions for members: access to Living Labs, thought leadership, networking opportunities, capacity-building, visibility.
    - Oversee onboarding, retention and ongoing engagement of members.
    - Monitor membership metrics: growth, retention rate, engagement levels, diversity of membership base.
    - Coordinate with Programmes, Communications and the Secretariat team to ensure member activities are integrated with the CBA's wider work.
2. **Fundraising & Resource Development**
    - Assist in developing the fundraising strategy for the organisation: major gifts/donors, corporate engagement and institutional grants.
    - Build and maintain pipelines of funding opportunities. Prepare proposals, presentations and pitches that link to the CBA's Living Labs, member network and overall mission.
    - Steward donor relationships: ensure regular communication, recognition, reporting and retention.
    - Work with financial/operational leads to ensure funds are aligned with strategic priorities and are managed effectively.
    - Ensure compliance with regulatory frameworks and fundraising good practice. The CBA is registered with the Fundraising Regulator. (Fundraising Regulator)

3. **Engagement, Events & Stakeholder Relations**

- Lead the planning and execution of high-profile events and engagement activities: member forums, roundtables, workshops, receptions, virtual/in-person gatherings, international convenings.
- Develop and manage the calendar of engagements that support membership growth, fundraising and strategic relationships.
- Ensure events deliver strong value for members and align with CBA's narrative and strategic priorities.
- Collaborate with Communications team to ensure consistent messaging, branding and follow-up from events (content and social media).
- Act as an ambassador for CBA at external events and engagements when appropriate.

4. **Act as Chief of Staff**

- Act as a right-hand to the CEO: support strategic planning, prioritisation of CEO time, agenda-setting, internal alignment.
- Drive execution of organisational strategy: oversee progress of key initiatives, coordinate across functions, highlight bottlenecks, ensure timely delivery.
- Streamline processes, enhance coordination between membership, fundraising, events and programmes teams.
- Support senior leadership team with internal communications, culture-building, organisational alignment and change management.

**Required Profile**

The Director of Strategic Relations and Memberships will be a strategic thinker who is able to turn vision into action and is adaptable and comfortable in a fast-growing, mission-driven organisation with international scope, who thrives in a dynamic, purpose-driven team.

They will be a highly credible and collaborative person who is able to build relationships across functions and sectors. They will be a self-starter who can work independently and who is organised, detail-oriented and effective at managing complex and competing priorities to a high standard.

The must have high integrity, mission commitment and ability to support executive leadership effectively. Experience working remotely and across time zones will be an asset.

## Skills and Qualifications

### Essential:

- Significant (5+ years) experience in a senior role in either a charity, NGOs or company with the following proven skills:
  - Building trust, maintaining long-term relationships, and engaging stakeholders effectively.
  - Crafting long-term networks, collaborations and/or membership strategies, including goal setting and performance metrics. Experience in membership growth, retention strategies and value-creation for members.
  - Strong analytical and systems-thinking skills, with the ability to connect the dots across issues, sectors, and geographies. Using data to identify growth opportunities, assess member trends, and evaluate partnership performance.
  - Demonstrated leadership potential, with the ability to take initiative, inspire collaboration, and contribute to strategic thinking. Leading cross-functional teams, mentoring staff, and ensuring alignment across units.
  - Experience supporting fundraising, proposal development or donor engagement to secure funding from donors, sponsorships or institutional funders.
  - Excellent event-planning and stakeholder engagement skills; able to convene senior stakeholders and deliver high-impact engagements.
  - Strong strategic, operational and project-management skills: able to manage multiple work-streams, drive implementation, monitor progress, manage conflicts and adjust as needed.
  - Excellent written and verbal communication skills: capable of producing compelling proposals, membership materials, event briefs and executive-level communications.
  - Strong interpersonal skills and ability to engage a wide range of stakeholders (corporates, research institutions, indigenous/community groups, NGOs, investors).
  - Bachelor's degree in a relevant field.

### Desirable:

- Familiarity with UK charity governance, membership models and fundraising regulation.
- Passion for sustainability, circular bioeconomy, nature-based solutions, ecosystem restoration and willingness to learn/operate in a technical field.
- Experience working in the environmental, climate, bioeconomy or nature-positive investments sectors.
- Experience of multinational, multi-stakeholder networks and global engagements in several regions.
- Experience with landscape restoration, or science-policy organisations.
- Ability to represent the organisation externally at senior forums, international platforms, etc.
- Additional language skills (e.g. Spanish, Portuguese or French).