



Senior Officer Institutional Giving – Temp

ORGANIZATIONAL BACKGROUND:

The Women's Refugee Commission (WRC) works to improve the lives and defend the rights of refugee and internally displaced women, children and young people. As an advocacy organization, the Commission is dedicated to bringing about systemic changes that lead to greater respect for the rights of uprooted women, children and young people. The organization strives to effect policy and programmatic change with broad, worldwide impact.

SCOPE OF WORK:

With an eye towards strategy and a strong background in grants management and institutional giving- the incoming temp will support WRC's Senior Officer of Institutional Giving to manage a strong revenue base of private foundations and governments. This role will also routinely interact with the Development team that generates individual support as well as with the Programs staff.

This temporary role will also provide management for our institutional fundraising portfolio (foundations, governments and multilateral entities). This work will include support for the development of proposals; undertaking prospect research; taking part in donor cultivation; management of grant reporting process; writing/editing of grant reports; and processing grant agreements, modifications and other donor required documentation. **This is a part-time, temporary assignment that is expected to last approximately for 5 months to start. However it could be extended or increased to a full time capacity (requiring 5 days a week) depending on WRC's grant portfolio and development staffing needs.**

ESSENTIAL JOB FUNCTIONS:

Strategy Development

Provide overall support to:

- Senior Management in the development of relevant strategies for pursuing funding and business development opportunities;
- Collaborate with staff from all departments and programs including Legal and Finance to ensure cohesive strategy development and implementation of strategies across the organization.

Proposal Development

- Support the development of a portfolio of complex and strategic proposals by:
Providing overall coordination (including adherence to proposal development workplans and timelines);
- Proposal writing, review and editing;
- Ensure adherence to donor and solicitation requirements for all aspects of the proposal including budgets, supplemental materials and program design.

Grant Opportunities and Donor Cultivation and Stewardship

- Assist with drafting correspondence; preparing materials and packages for meetings; coordinating meetings; and making sure donors are aware of WRC news and events; research grant opportunities and donors (foundation, government, multi-lateral, and corporate);
- Identify and research new sources of support and preparing donor and prospect briefings;
- Track grant opportunities on a regular basis and disseminate as appropriate in a timely manner.

Other Responsibilities

- Manage the grant reporting process for assigned grants, including working with program staff to make sure submission of quality and timely reports;
- Facilitate grant award (“best and final offer”) negotiations, this may include negotiation of terms and conditions of grant awards, and revisions to grant proposals, budgets and budget narratives;
- Negotiate and liaise with partner agencies during proposal development (supporting teaming agreement negotiation and execution); and during grant implementation (to ensure timely report inputs/deliverables).

REQUIREMENTS:

- Bachelor’s Degree. Master’s Degree preferred or equivalent combination of education and experience.
- Excellent computer skills: facility with MS Word, Excel, and email/internet software. Proficiency with Raiser’s Edge or similar fundraising software preferred
- Experience with U.S., foreign government and foundations grants required
- Excellent communication and interpersonal skills: the ability to communicate and liaise effectively and diplomatically with colleagues across the organization
- Must be self motivated and possess an entrepreneurial attitude, strong work ethic, flexible style, and able to work independently as well as a team player.
- Demonstrated writing skills: the proven ability to successfully conceptualize, write and edit proposals and reports. Must be able to communicate nuanced programmatic details and contexts
- Solid organizational and time-management skills: the ability to plan for and manage multiple projects while working in a fast-paced, detail oriented environment with strict deadlines and competing priorities
- Demonstrated interest in international development, human rights, social justice, or U.S based immigrant communities a plus

To apply, please send a cover letter with your resume and salary requirements to: WRCJobs@wrcommission.org

Rate: \$45 - \$55 p/h commensurate with experience

Hours: Part-time, onsite – 3 days per week

Location: WRC NY Headquarters