

Senior Officer, Program Development

Partners of the Americas is currently seeking a full-time Senior Officer for the Program Development Unit. The position is based in Washington, DC and will support the Program Development Unit in implementing the outreach strategy, developing new business opportunities, and responding to funding opportunities that include government solicitations and/or private sector sources.

The Senior Program Development Officer requires the following qualifications:

- Minimum of 3 - 4 years working experience, with 2 years specifically in development and management of new business, fundraising, and/or proposal development.
- Master's degree preferred.
- Strong proposal development skills and experience with grant and proposal development processes with public and private donors including USAID, U.S. Department of State, U.S. Department of Labor, corporations, foundations and/or other donors.
- Proven ability to effectively identify potential donors, cultivate relationships (i.e. government, private sector, corporations, and foundations), and secure opportunities.
- Strong communication and interpersonal skills with a particular demonstrated ability to interact with senior decision makers, prominent philanthropists, and policy experts.
- Experience developing budgets for new business opportunities.
- Excellent English writing and communications skills and fluency in Spanish (written and oral).

The Senior Program Development Officer functions include:

- Research, design, and prepare funding proposals to major donors including U.S. government (i.e. USAID, U.S. Department of State, U.S. Department of Labor, among others), corporations, and foundations.
- Lead the development of concept notes and proposals including: identifying funding opportunities and conducting outreach, coordinating the proposal team to complete tasks in an efficient manner with a focus on results, leading design meetings and draft reviews, ensuring that the concept note/proposal responds to donor guidelines and requirements, and finalizing proposals for submission.
- Increase and strengthen partnership development and engagement with the current donors and other key stakeholders.
- Advance opportunities that engage our network of volunteers, chapters, and member organizations across Latin America and the Caribbean.

This is a full-time position in our Washington, DC office with occasional travel. The Senior Program Development Officer will report to the Director of Program Development. All salary negotiations are based on experience and qualifications. No relocation allowances are applicable for this position.

Interested candidates must submit a resume and cover letter via our online application at <http://www.partners.net/partners/Jobs.asp>. Position is open until filled. Partners is an Equal Opportunity Employer. Only finalists will be contacted.

Partners of the Americas' mission is to connect people and organizations across borders to serve and to change lives through lasting partnerships. Inspired by President Kennedy and founded in 1964 under the Alliance for Progress, Partners is a nonprofit, non-partisan organization with international offices in Washington, DC.