

POSITION DESCRIPTION
DEVELOPMENT OFFICER, INSTITUTIONAL GIVING

FLSA Status: Exempt, Full-time
Division: Public Affairs
Location: Silver Spring, Maryland
Position Reports to: Director, Strategic Partnerships and Institutional Development

Position Summary:

HIAS seeks a Development Officer to support HIAS in systematically producing and submitting high quality proposals, reports, and funding requests for a range of private and public donors. S/he is also responsible for researching and identifying potential new institutional donors, including private, corporate, and Jewish funders, expanding funding opportunities and partnerships for all HIAS' priority program areas.

Essential Functions:

External Responsibilities

- Produces high quality reports and proposals for institutional funders, working closely with program and finance teams to gather needed information, ensure consistency across the organization, and adhere to donor/HIAS guidelines and policies.
- Cultivates relationships with major funders and prospects to broaden networks, identifies potential funding opportunities, and solicits support.
- Maintains ongoing familiarity of specific opportunities within US and international OECD/DAC donors and UN organizations that align with HIAS' priorities.
- Builds and grows our network of relationships that support program-related development opportunities with new donors.
-

Internal Responsibilities

- Works with the Director of Strategic Partnerships, program and finance teams to develop and prepare for grant funding and reporting; including communication on proposal and reporting deadlines, guidelines and policies to program and finance staff, updating smart sheets (online grants tracking tool), and other tools as needed to ensure proposals and reporting are delivered efficiently and on time.
- Works with other institutional funding staff to research and identify potential funders and adds to fundraising strategies for countries and technical areas, as needed.
- Writes and edits proposals and develops budgets, in close coordination with program and finance staff.
- Provides overall grant management capacity of field staff by facilitating trainings and providing one-on-one follow up support in report writing, proposal development, budget management, indicator development tracking, and other topics as needed.
- Ensures quality information management related to grants by overseeing the regular maintenance of grant files, reporting calendars, and updating of internal HIAS record.

- Develops materials for regular communications with funders and prospects, and as requested by other departments.
- Monitors donor trends and relevant grant-making rules and regulations for changes and developments.
- Represents HIAS and liaises with donors and partners.
- Performs other tasks, as assigned.

Qualifications and Requirements:

- Undergraduate degree in International Relations, Communications, or other relevant social science required; graduate degree preferred.
- A minimum of 3-5 years' experience in grant writing and management, proposal development, and partnership development.
- Experience in researching and identifying major new funding prospects; previous experience with private, corporate and Jewish institutional donors, successful experience obtaining grants from institutional donors preferred.
- Significant financial and budget management experience and skills.
- Previous professional or volunteer work in refugee assistance and/or international development; knowledge of social service and social justice programs in the Jewish community a plus.
- Exceptional communication and relationship building skills; must demonstrate a strong sense of vision, a collaborative work style, and the capacity to engage support and supporters for HIAS.
- Strong organizational and time management skills with ability to meet deadlines in a fast-paced environment; able to adapt quickly to changing circumstances.
- Proven management skills and ability to negotiate effectively with donors and partner agencies.

About Us:

HIAS is a global Jewish nonprofit organization working across five continents to ensure that refugees and displaced persons are protected. Throughout the United States, we help refugees reunite with families, resettle and become self-sufficient. Guided by our values and history, we help refugees rebuild their lives in safety and security and advocate to ensure that all displaced people are treated with dignity.

Application Instructions:

Please submit your resume and cover letter to our website, <http://www.hias.org/career-and-internship-opportunities>

HIAS IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL FEDERAL, STATE AND LOCAL EMPLOYMENT LAWS.