

POSITION ANNOUNCEMENT

Proposal Recruiter

Effective with the release of this position announcement, Winrock International is recruiting applicants for Proposal Recruiter. Responsibilities, duties and qualifications are described in the following position description.

GENERAL:

Winrock International is a nonprofit organization that works with people in the United States and around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock matches innovative approaches in agriculture, natural resources management, clean energy, and leadership development with the unique needs of its partners. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

SALARY:

The annual salary will be commensurate with qualifications and experience.

APPLICATIONS:

Applicants may go to Winrock's CareersPage at www.winrock.org to complete an online application, submit a current resume and cover letter referencing **Proposal Recruiter**. Applications will be reviewed on a rolling basis and position is open until filled.

Winrock International is an equal opportunity and affirmative action employer.

POSITION DESCRIPTION

POSITION TITLE:	Proposal Recruiter
LOCATION:	Arlington, Virginia
GROUP:	Operations
UNIT:	Human Resources
REPORTS TO:	Senior Recruitment Officer, Human Resources

POSITION SUMMARY:

Winrock seeks an energetic and talented Proposal Recruiter to provide support in the recruitment function for New Business activities related to Winrock's key focus areas including agriculture and sustainability, entrepreneurship and private sector development, climate change, clean energy, forests and natural resource management, water, youth and women's empowerment, workforce development, trafficking-in-persons (TIP), child labor, education, and human and institutional capacity development. The Proposal Recruiter will support the Sr. Recruitment Officer and proposal teams in identifying candidates for proposal development and project implementation, including: creative sourcing techniques; relationship management; developing and executing highly effective best practice sourcing. This position will report to the Senior Recruitment Officer.

ESSENTIAL RESPONSIBILITIES:

- Support recruitment of candidates for Winrock's proposals to various donors, including screening applicants for posted positions, managing process of sharing candidates' qualifications/CVs with proposal teams and technical units for review, communicating and managing relationship with candidates during the full cycle proposal recruitment process.
- Implement strategies to develop a pipeline of qualified candidates in advance of need using a variety of approaches, including research on LinkedIn and other sources to identify new candidates on an ongoing basis and then obtain their CVs to enter in the Professional Register.
- Research and recommend new sources for active and passive candidate recruiting.
- Support the full, life-cycle recruitment for proposal staffing and long-term project positions. Recruiting efforts include expatriate and third country national long-term staff, and short-term consultants as necessary.
- Preparation of various reports and other duties as assigned.

QUALIFICATIONS:

Education/Experience:

- Bachelor's degree in related field required.
- 5 – 7+ years of recruiting experience; international development industry
- Previous experience leading proposal/new business recruitment in a donor funded environment

Skills/Knowledge:

- Superior communications skills, verbal and written.
- Experience using social media for recruitment (LinkedIn, Facebook, Twitter)
- Excellent networking and interpersonal skills as well as strong organizational skills, with attention to details and juggling simultaneous priorities on a regular basis
- Exposure to interviewing techniques, knowledge of personnel policy and procedure and federal and state laws regarding employment.

- Ability to identify and access new networks.
- Ability to work as part of a team and interact effectively with individuals from wide backgrounds and stations.
- Advanced computer knowledge (MS Office applications, including Word and Excel).
- Experience working with Sharepoint software would be helpful
- Fluency in English required
- Verbal and written communication skills in French, Spanish, Portuguese or Arabic would be an asset though are not required.

Other:

- Employment in the U.S. must not require sponsorship.