



## **Development Officer, Institutional Giving**

### **Global Fund for Children**

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. To further advance and protect the rights of children and youth, GFC supports its partners to engage in grassroots advocacy initiatives to effect policy change from the local level. Since our founding nearly 25 years ago, GFC has invested nearly \$40 million in over 600 grassroots organization around the world. Our work advances the rights of children and youth across four focus areas: education; gender equity; youth empowerment; and freedom from violence and exploitation.

### **Position Description**

The Development Officer of Institutional Giving is primarily responsible for managing and growing Global Fund for Children's portfolio of foundation partners. Responsibilities include, but are not limited to, building and stewarding current relationships; researching foundation prospects; preparing concepts and proposals to foundations, and ensuring that reporting and other funder requirements are met in a timely fashion. This individual works closely with the Director of Development to devise and implement strategic approaches to secure new relationships with foundation donors, develop strategies to encourage current foundation donors to increase their level of giving and engage more fully with the institution, and to achieve and exceed foundation fundraising income targets. In addition, the Development Officer of Institutional Giving will collaborate with the Development Officer of Corporate Giving when opportunities arise to develop joint engagement and relationship-building strategies for corporate and foundation donors. This position reports to the Director of Development.

### **Duties and Responsibilities:**

- Manage a portfolio of existing and new foundation donors, through a variety of personalized approaches, ensuring the highest level of donor care and stewardship, and creating opportunities to engage new foundation donors
- Liaise with program and finance staff to share grant requirements and reporting expectations, and ensure all deliverables are met
- Maintain foundation donor information in the database, including contact information, dates of and notes from meetings, reporting and submission deadlines, and correspondence with donor staff
- Build and develop new relationships with prospective foundation donors and foundation fundraising strategy in collaboration with Director of Development

- Prepare compelling concepts, proposals, reports and other fundraising material as necessary; includes the drafting of budget and financial information
- Represent GFC's team, both internally and externally where opportunities arise, including donor site visits
- Collaborate with GFC's program team to oversee grant management processes and systems for existing donors, including renewals and follow-on funding requests
- Partner as appropriate with Development Officer of Corporate Giving as opportunities arise for corporate donors and prospects to develop joint engagement and relationship-building strategies with foundation donors
- Keep abreast of foundation fundraising best practices and trends in the sector

### **Qualifications**

- Excellent writing skills, including development of compelling communications to engage donors and prospects
- Strong inter-personal, influencing and relationship building skills with the ability to work across teams and build strong internal and external networks
- Outstanding organizational skills, including ability to plan, prioritize and manage a varied workload to meet deadlines
- Collaborative team player with high degree of personal initiative and accountability
- Minimum of a bachelor's degree and 5 years' grant writing and program development experience
- Knowledge of children rights programming or experience in the international development sector preferred
- Good judgment, tact, patience, and sense of humor

### **Desirable**

- Experience developing concepts and funding proposals for governmental / statutory donors, and managing projects for humanitarian / international development NGO's
- Fluency in French (reading, writing and speaking)
- Familiarity with Raiser's Edge software

The position is based in Washington, DC. Some domestic and international travel may be required.

***The Global Fund for Children is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.***

*The Global Fund for Children offers a competitive salary and excellent benefits. Please visit our website at [www.globalfundforchildren.org](http://www.globalfundforchildren.org) to learn more. To apply, please submit a cover letter, resume, salary expectations and writing samples to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org). The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. Only short-listed candidates will be contacted.*