

# EMPLOYMENT OPPORTUNITY

## Officer - Development, Part-Time, Watchlist on Children and Armed Conflict

### **BACKGROUND:**

Watchlist on Children and Armed Conflict (Watchlist) strives to end violations against children in armed conflict and to guarantee their rights. As a global network, the Watchlist builds partnerships among local, national, and international nongovernmental organizations, enhancing mutual capacities and strengths. Working together, we collect and disseminate information on violations against children in conflicts in order to influence key decision-makers to create and implement programs and policies that effectively protect children. Watchlist is a project of Tides Center.

### **SCOPE OF WORK:**

The Development Officer's role is to advance the fundraising and activities of Watchlist with current and potential donors, including bilateral and multilateral donors and foundations. The Development Officer plays a critical role in the organization's fundraising efforts, grant writing and reporting, researching and identifying donors who match Watchlist's vision and mission, and building and maintaining relationships with these organizations to further fundraising efforts. The Development Officer is based in New York and will also frequently engage with Watchlist staff in the formulation of outreach to current and potential donors and in the development of proposals to ensure the most relevant and current aspects of Watchlist work are showcased. The Development Officer works in close collaboration with the Executive Director in the development, implementation and updating of a fundraising strategy for a portfolio of prospective and existing donors for the organization. The Development Officer is directly supervised by the Executive Director and works in close collaboration with that individual as well as the other members of the Watchlist team.

The part time Development Officer is a non-exempt position. Non-Exempt employees receive pay for every hour they work, including overtime pay in accordance with applicable law.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assist in the development and implementation of an organizational fundraising strategy to be embedded in and complimentary to the new organizational strategy for Watchlist for 2019-2021. The fundraising strategy will include methods and goals for cultivating funding relationships with current and prospective donors, securing funding, and the stewardship of donor relationships as grant awards are implemented and renewal funding is sought;
2. Research and draft funding proposals in collaboration with the Watchlist Executive Director. Support and collaborate with staff in the preparation of grant reports and other materials for existing and prospective donors;
3. Identify and solicit new sources of support through the research and identification of alignment between donor strategies and grant making priorities and Watchlist's own strategic interests;
4. Maintain donor and funding opportunities tracker;

5. Cultivate relationships with relevant donors, such as thematic counterparts in UN Missions and foundations, to stay abreast of donor priorities, including upcoming proposal opportunities;
6. Develop a strong rapport with Watchlist program staff to stay informed of program work, including report launches, brownbag panels, and other events, as well as success stories, to advance fundraising efforts and increase the organization's visibility among current and prospective donors;
7. Engage with Watchlist Advisory Board Members to advance fundraising efforts through both donor outreach and collaboration on joint proposal efforts;
8. Support the Watchlist Executive Director to ensure that fundraising goals are met.

All job duties as listed above are essential but other duties may be assigned as required.

#### **REQUIREMENTS:**

- Minimum a Bachelor's Degree in a relevant field. A Master's Degree is highly desirable;
- Minimum 3 to 5 years' successful experience in grant writing and fundraising. Experience will ideally include fundraising with government donors and charitable foundations. Experience cultivating individual donors is a bonus;
- Excellent written and oral communications skills in English are required;
- Prospect research, donor stewardship, and grant writing experience in an international organization and familiarity with the international human rights donor community are strongly preferred;
- Web-based research skills and experience with fundraising database systems;
- The ability to assimilate and convey conceptually complicated information in a succinct and compelling way, tailored to different audiences, is required;
- Familiarity with and demonstrated commitment to international human rights;
- Strong interpersonal skills in order to work collaboratively within Watchlist, as well as with external partners, are required;
- Ability to think creatively, take initiative, and drive to follow-through are required;
- Excellent time-management skills and the ability to prioritize and complete work under pressure are required.

Applicants must have the legal right to work in the US. Watchlist on Children and Armed Conflict, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the interview process.

**Reports to:** Executive Director, Watchlist on Children and Armed Conflict  
**Position:** Regular, Part-Time (3 days a week)  
**Location:** New York, NY  
**Deadline to Apply:** 8 June 2018, or until position is filled.

**To apply submit résumé, cover letter detailing relevant experience and (1) unedited writing sample plus salary requirements via email to:**

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