



Senior Development Officer

The Global Fund for Children (GFC) transforms the lives of vulnerable children on the edges of society and helps them achieve their potential. We do this by investing in innovative grassroots organizations that serve the world's most vulnerable children—street children, trafficked children, refugees—in more than 50 countries worldwide. Our grassroots partners are working every day on global issues, from child trafficking, to child labor, to girls' education. GFC supports these organizations with financial resources, management training, capacity building and technical assistance to help them become sustainable and reach more children in need. Since 1997, GFC has reached nearly 10 million children worldwide.

Position Description

GFC is seeking an experienced Senior Development Officer (SDO) to join its team. The Senior Development Officer will work closely with the development team and program staff to meet GFC's institutional fundraising goals. This individual will be responsible for building strong relationships with current and prospective foundation and corporate donors, and for writing proposals and reports on current grants. The position reports to the Executive Vice President.

Responsibilities

- Write grant proposals and reports, including budgets, and manage the proposal review process.
- Prepare high-quality letters of inquiry, grant applications, and foundation and major donor correspondence.
- Participate in external meetings with current and potential foundation, corporate, and multilateral and bilateral donors.
- Manage donor relationships through regular communications and cultivation.
- Maintain institutional donor information in database including contact information, dates of and notes from meetings, reporting due dates and submission dates, correspondence with donor staff, etc.
- Work closely with program staff on proposal development to identify funder opportunities that meet organizational needs; and on grant reports, to ensure program deliverables are met.
- Help bring in new institutional donors through research and outreach to prospective foundations and corporations; present well-reasoned recommendations based on donors' interests to build GFC's base of support.
- Maintain a master calendar of deadlines for proposals, reports, and other grant-related materials and ensure timely internal review and submission thereof.
- Other duties as assigned.

Qualifications

- Bachelor's degree required.
- 5-8 years of grant writing and institutional (foundation and corporate) fundraising experience with



demonstrated success of managing donor relationships and raising new funds for nonprofit organizations.

- Familiarity with government grants and contract experience will be a plus.
- Experience with children's issues or international development preferred.
- Excellent written and verbal communication skills.
- Strong knowledge of Microsoft Office, familiarity with Raiser's Edge, and experience with prospect research tools.
- Outstanding organizational skills with strong attention to detail.
- Team player with ability to gain trust and confidence with colleagues and constituents from diverse cultural backgrounds.
- Self-directed and motivated and able to work in a fast-paced environment while producing high-quality work in a timely manner.

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. The position is based in Washington, DC.

The Global Fund for Children is an equal opportunity employer.

*The Global Fund for Children offers a competitive salary and excellent benefits package. Please visit our website at www.globalfundforchildren.org to learn more. To apply, please submit your cover letter, resume and salary requirements to careers@globalfundforchildren.org with "Senior Development Officer" in your subject line. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. **No phone calls please.***