



Job Title: Junior Engagement and Partnerships Associate

Location: Washington, DC

Who We Are

Development Gateway (DG) is an international nonprofit that develops technology and conducts applied research to further international development goals. Headquartered in Washington, and with staff around the globe, we value hard work, innovative thinking, and a good sense of humor. DG offers a competitive benefits package, positive work-life balance, and plenty of opportunities for professional development.

You will be based out of the OpenGov Hub, located in the heart of DC, a short walk from key global institutions. The Hub is home to a community of organizations focused on the open government agenda. This creative space allows for collaboration and innovation within and among the different groups; it also offers networking opportunities, brown-bag lunches, happy hours, and other activities.

Your Role

The Junior Engagement and Partnerships Associate will join a dynamic team that spans communications, business development, and organizational strategy. We're looking for a self-starter who can help expand DG's "footprint" in the international development space. You will help craft DG's future work by supporting proposal writing for projects with organizations like USAID, World Bank, United Nations, and leading private foundations; you will shape the organizational narrative by working with technical and operational writers to communicate our work to a broad, international audience; you will be DG's social media guru and events whiz, engaging with professionals in DC and around the globe.

Engagement Role

- Present DG messages to a multi-faceted audience of development organizations, government, and the media through digital (website, social media, email) and offline (events, proposals, presentations) channels
- Assign, write, and edit marketing materials, blog posts, and other outreach pieces
- Coordinate web content with authors and designers to ensure editorial consistency and readability
- Coordinate events around technology, transparency, and open government
- Assist in implementing communications policies and procedures

Partnerships Role

- Contribute to grant and proposal writing efforts and conduct prospecting research to determine possible future opportunities
- Assign, write, and edit grant and proposal writing efforts
- Respond to inquiries from the public and other organizations for partnering opportunities
- Manage and adapt DG's standard content for proposals

We're looking for an enthusiastic individual who is a self-starter, and who is eager to learn from peers and acquire new skills. We do not expect you to know everything right out of the gate – but we hope you will be proactive, never afraid to ask questions, request clarifications, or join meetings. This is an excellent role for someone looking to break into the international development sphere, learn from talented and diverse colleagues, and develop a highly versatile professional skillset.

Necessary Education and Experience:

- Bachelor's degree in communications, business, international affairs, or related field
- Ability to communicate with diverse audiences; strong writing skills a must, strong presentation skills a plus
- Experienced MS Office Suite user, and familiarity with social media (Twitter, Facebook, LinkedIn) a must; knowledge of Adobe tools, MailChimp, and website management a plus
- Service-oriented attitude; attention to detail and pride in good work a must
- Excellent analytical skills and commitment to continuous product and process improvement
- Good organizational skills, ability to manage a broad workload, meet deadlines, and take initiative
- 1-2 years of professional experience a plus, especially if in communications or business development
- Fluency in English required; fluency in a second language (Spanish or French) preferred

To apply, please send a resume, cover letter, and writing sample (preferably blogpost-style) to jobs@developmentgateway.org.