



Job Opening – Officer for Partnerships

The Proteus Fund seeks a full-time Officer for Partnerships. A member of the Partnership Team, the Officer for Partnerships will be responsible to manage relationships with foundation and individual donor funding partners and support the organization's outreach and cultivation activities. This includes proposal and report writing, stewardship of branded identities and promotional materials, communications management, data management and tracking and special events management. Qualified candidates will hold a bachelors degree with eight to ten years experience in philanthropy, fundraising, communications or relevant management-level position. Additional qualifications and a detailed job description can be found on the organization's website: www.proteusfund.org/job-posting. The organization prefers candidates who can work out of its office in Amherst, MA, but strong candidates based in other parts of the state or country will be considered.

Proteus Fund is a grant making foundation committed to advancing justice through democracy, human rights and peace. We partner with individual donors and foundations to achieve their goals, through strategy development, research and fund management. Proteus is known for tailored grant making initiatives that are responsive, have high impact and integrate support for lobbying activity. Our work advances issues at the leading edge of democracy and social change.

Interested candidates shall submit a letter of interest, a résumé and names and contact information for three references. Please submit materials electronically at hr@proteusfund.org. No phone calls, please. Applications received by September 19, 2011 will be given priority consideration.

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