

Development Officer for Institutional Giving

- For 36 hours per week
- Deadline for application: 9 May 2011

JOB SUMMARY

The Development Officer for Institutional Giving actively contributes to Mama Cash's financial base by increasing and diversifying income from institutions within and outside the Netherlands, including governments, public and private foundations, and corporations. The primary responsibility is to maintain and develop relationships with government, foundation and corporate donors by writing and tracking proposals, reports, and acknowledgment letters. The position requires strong research skills and the ability to creatively and persuasively conceptualise grant proposals and reports.

The work of the institutional donor team requires the ability to make the case for Mama Cash's social justice and movement-building theory of change and to translate complex, sometimes academic, concepts and approaches into language that is accessible to a variety of different types of (institutional) audiences without diluting or oversimplifying the message. The officer works closely with the various teams at Mama Cash, particularly the Programmes Team, to gather information about Mama Cash's grantmaking and other programmatic work and to communicate this information and learning to various institutional donor audiences.

The Development Officer for Institutional Giving reports to the Director of the Development and Communications department and works directly under the supervision of the Senior Development Officer for Institutional Giving.

ESSENTIAL JOB FUNCTIONS

A. Development

- Give input into the development of institutional fundraising and donor development goals together with the Senior Officer for Institutional Giving and the Director of Development and Communications;
- Prepare periodic reports on institutional donor giving;
- Record donor grant restrictions/preferences and gift acknowledgments in the database and maintain hard copy files on institutional donors;
- Monitor and ensure the timely delivery of information and grant obligations to donors;
- Conceptualise, research and write proposals and reports to (prospect) institutional donors;
- Liaise with Programmes Team members to gather and aggregate relevant information on grantees, trends, and outcome/impact measurements;
- Make and sustain personal contacts with and among institutional donors and networks;
- Give input into and implement improved fundraising strategies and systems;
- Interface with the Finance & Operations Team on budget preparation and release of donor restrictions;
- Actively follow developments in the world of philanthropy and take advantage of opportunities to expand the number and nature of relationships with institutional donors.
- Foster interest and awareness in the international institutional donor and philanthropic communities on the (strategic) importance of funding and supporting women's, girls', and trans people's rights.

B. Outreach and Communications

- In consultation with the Senior Officer for Institutional Giving, represent the organisation in donor cultivation and solicitation meetings;
- Work with the Senior Development Officer for Institutional Giving and the Communications Team to ensure that annual reports, newsletters, e-bulletins and other communications pieces address the interests and information needs of Mama Cash's institutional donor audiences;
Facilitate cross-team communications (particularly with the Finance & Operations and the Programmes Teams).
- Provide information and insight about Mama Cash's work and trends in women's rights activism and support for women's rights to both internal and external constituencies, through sharing information, attending meetings and events, and contributing to activities and/or publications;
- Build and maintain relationships with institutional donors;
- Represent Mama Cash at national and international events as necessary.

C. Management and Supervision

- May supervise Associate or Assistant position(s).
- Provide feedback and advice to the Director of Development and Communications about staffing, volunteers and procedural issues;
- Supervise interns and volunteers as needed;
- Manage some fiscal responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a strong commitment to and enthusiasm about the principles, goals and work of Mama Cash;
- Knowledge of feminism, women's rights, social justice and/or international development;
- Intellectual curiosity, proactive, able to take initiative;
- Excellent writing (with an emphasis on writing in English) and editing skills, research and analytical skills;
- Sound judgment, attention to detail, solutions-oriented approach;
- Good communications and interpersonal skills (verbal and written), with the ability to interact with and communicate the work of Mama Cash to people from a wide diversity of backgrounds and cultures;
- Ability to respond flexibly to unanticipated requests, and have the interpersonal skills to comfortably interact with institutional donors;
- Demonstrated customer friendliness and a service-oriented attitude;
- Ability to work independently as well as to work comfortably and constructively as part of a team;
- Ability to handle a large volume of work, manage and prioritize several tasks simultaneously and meet multiple deadlines;
- Familiarity with statistics and budgeting.

EDUCATION AND EXPERIENCE

- Minimum 1 to 2 years professional experience in fundraising with emphasis on institutional fundraising;
- University-level education in a relevant field of study, such as Women's/Gender Studies, Human Rights, or International Cooperation;
- Knowledge of international women's rights and/or feminist movements;
- Knowledge of and professional experience with writing proposals and both narrative and financial reports;
- Experience with Microsoft Word, Excel, and Power Point, and knowledge of databases, such as Filemaker Pro, preferred;
- Familiarity with policy developments within the field of professional fundraising and awareness of how they are translated into concrete, actionable plans;
- Native-level fluency in oral and written English required, and one other language (such as Dutch, Russian, French, Spanish, or Arabic) preferred.

Location

The Mama Cash office is located in Amsterdam, The Netherlands.

Position

It is a one-year position, starting from 1 August 2011, for 36 hours a week, with the possibility to extend. This is a full-time position.

The monthly salary is from minimum € 2,494 to maximum € 3,860 (Salary scale 9 or 10 of the Dutch 'CAO Welzijn'), based on experience and performance. In addition to this salary, the employee receives an 8% vacation allowance as well as an end-of-year allowance.

To apply

Are you interested in this position? Please send a letter of application in English, stating the skills and approach that you would bring to the position, along with your CV/resume, by email to Hanneke Timmer: hrm@mamacash.nl.

For more information about this vacancy you can also contact Hanneke Timmer. You'll find more information about Mama Cash on www.mamacash.org.

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