



<b>Job title</b>	<i>Development &amp; Program Officer</i>
<b>Reports to</b>	<i>Managing Director</i>
<b>Employment type</b>	<i>Long term, full-time</i>
<b>Location</b>	<i>Anywhere with great internet connectivity</i>
<b>Travel</b>	<i>Occasionally</i>

#### **About the Organisation**

OPEN is a young and growing association of the world's leading and most promising progressive, national, digital-campaigning organizations. We help insights, expertise and collaboration flow seamlessly between our member groups across national borders. This dramatically accelerates innovation, deepens impact, and helps new member organizations launch and thrive in record time.

OPEN's founding member organizations are in United States, Germany, Australia, UK, and in Canada. We also have member organisations in South Africa, Sweden, Ireland, France, Austria, New Zealand and nearly 10 other countries across the globe.

All OPEN member organizations campaign on a wide range of progressive issues, as shaped by their national debates and the preferences of their individual supporters. Top issue campaigns include combating climate change, pushing back on anti-democratic trade deals, addressing economic inequality, preserving net neutrality, promoting LGBT rights, stopping tax dodging by the super rich, defending workers rights, and expanding and defending public services, especially health care.

#### **About the role**

##### **Job purpose**

The primary purpose of this position is to support the ED, MD & OPEN team by tracking network engagement activities, analysing data, administering grants and supporting the updating and maintenance of the OPEN Commons Library. This job will also involve providing other ad-hoc support.

## **Responsibilities**

### **OPEN Development**

- Write and edit grant proposals and reports for a range of different programs, dealing with some of the world's top progressive funding organisations
- Build and maintain our grant tracker, a calendar of our obligations to different funders, and make sure the team stays on top of them
- Support in maintaining ongoing communications with funders

### **Stakeholder Communications**

- Build and maintaining our stakeholder database with supporters, partners and funders from around the world
- Lead on creating a calendar and communication drafts with latest network stories which can be sent to funders and important stakeholders
- Support the ED & MD in managing wholesale relationship-building and strategic networking which includes individualized and tailored communications with key funders and stakeholders on aspects that they care most about, are most interested in, or that OPEN most wants to direct them towards

**Network Engagement** - Stories illustrate the incredible work our groups are doing and the growing power of their collaboration and we want them to see that reflected back in a consistent and reliable way. You will be responsible to

- Capture,
- Present,
- Share and
- Celebrate with the member groups the myriad of amazing stories and lessons that pop up every week across our network.

**Management team support** - we are a small team spread out across many projects and 4 continents, so you should expect to get pulled into different tasks, including some EA-type activities.

## **About you**

### **Skills & Experiences you will need to have**

#### **General Attributes**

- A passion and alignment with the mission of our organisation. We are a non-profit organization fully dedicated to helping our member groups create positive social change through collective action
- Ability to work outside of normal business hours, as you will be working with an internationally distributed team
- Consistent, proven ability to meet deadlines and juggle multiple ongoing work streams
- Comfortable working virtually without a typical office setup

- Cross cultural communication aptitude
- We strive to maintain a positive, quirky, and respectful office environment. Social non-conformers are welcome.

Essential:

- A bachelor's degree in a relevant field and/or postgraduate qualifications
- Excellent writing and copy-editing skills for professional audiences
- Flexibility to take on a range of different tasks
- Proficiency in Google apps
- Self-starter with the ability to streamline functions and processes
- Strong organisational skills, a desire to get things right

Desired:

- Experience in grant application & report writing, other development activities and fundraising
- Experience with non-profits or activist organisations
- Additional language proficiencies, especially German
- Experience at running events
- Understanding and creating budgets for grants

**Compensation**

Compensation is competitive and will be determined based on a combination of experience, skills and the location you live in (for some context: for qualified applicants, this position in New York City would pay between approximately \$38,000 and \$48,000 plus leave and other benefits).

**Here's how to apply**

Please send us your (1) updated resume and (2) an application telling us about yourself, why you are applying and what skills mentioned above will you bring to this role. In order for us to process your application further, it is essential for you to submit both these documents and email us at [jobs@the-open.net](mailto:jobs@the-open.net).

**Last date for receiving applications is 2nd June.**

*We are an equal opportunity employer and do not discriminate based on age, sex, race, religion, caste, sexual orientation, gender identity, class, or national origin. Women, minorities, and people from less privileged backgrounds are strongly encouraged to apply.*