



Job Announcement  
**Director, Business Development and Outreach**  
**Promundo-US**

Washington, DC  
January 2019

**Overview**

Promundo-US, an international non-profit organization working to engage men and boys to promote healthy masculinity, support gender equality, and prevent violence, seeks a full-time Director to launch its new fundraising department in Washington, DC. This is an exciting position for an experienced fundraising professional interested in supporting the expansion of Promundo's work, especially in the US.

**About Promundo and Promundo-US**

Promundo was founded in Rio de Janeiro in 1997 and works internationally to engage men and boys in advancing gender equality and preventing violence. Promundo consists of four independently registered nonprofit organizations in Brazil, Portugal, Democratic Republic of Congo, and the United States. These four groups collaborate on high-quality, formative, population-based research; develop and conduct impact evaluations; scale-up gender-transformative interventions; and carry out national and international advocacy to achieve gender equality and prevent violence. Promundo's program areas include conflict and security, economic justice, fatherhood and caregiving, preventing violence, youth and equality, health equity, and research for action. Promundo also co-founded the MenEngage Alliance, a global network of NGOs and UN agencies working to engage men and boys in gender equality. Promundo-US, a separate legal entity with offices in Washington, DC, coordinates technical assistance, strategic partnerships, and interventions outside of Brazil, carries out advocacy in the US and globally, supports Promundo's activities and fundraising across offices, and co-coordinates the global MenCare Campaign. For more information, see [www.promundoglobal.org](http://www.promundoglobal.org).

**About the Position**

Promundo is hiring a Director, Business Development and Outreach, to launch and direct a its new Business Development and Outreach Department. This is a senior leadership position. The Director will be joining Promundo's dynamic group of about 20 staff and consultants, and will play a critical leadership role in expanding Promundo's fundraising, partnership development, and consulting efforts to support continued growth, impact, and sustainability in the US and globally.

The person in this position will work closely with the President and CEO to implement a strong business development plan over the next three years, coordinate the proposal process, identify an appropriate fundraising database for Promundo to acquire, and support the CEO and other staff leadership in fundraising planning and outreach. They will also be charged with hiring the newly-budgeted position of Business Development Officer. The Director reports directly to the President and CEO as a member of the leadership team, supervises the Business Development Officer, and co-supervises the Research Associate responsible for the database. They will also work cross-organizationally to leverage program work and updates to support fundraising and development.

The position is full-time with competitive benefits, including health insurance, paid leave, and retirement benefits. The annual salary range is \$110,000 - \$120,000 and depends on history and experience. The proposed starting date is early 2019.

The ideal candidate should have an interest in gender (particularly on engaging men and boys in gender equality), US domestic and international fundraising, and public health, and will have the following skills, knowledge, competencies, and qualifications:

#### **Required Skills**

- Strong proposal development, writing, budgeting
- Exceptional cross-team coordination
- Institutional fundraising (corporations and foundations)
- Major gifts and individual fundraising
- Analytical and organizational skills
- Strong, effective interpersonal communication skills
- Ability to organize and motivate others
- Understanding of current nonprofit fundraising landscape

#### **Desired Knowledge**

- Gender equality issues including masculinities
- US domestic and international fundraising
- Public health issues and advocacy
- Social justice
- Multiple languages

#### **Demonstrated Competencies**

- Strategic thinking
- Pragmatic problem-solving
- Adaptability
- Thoughtful decision-making
- Emotional intelligence/empathy
- Attention to detail
- Self-motivation

### **Direct Duties**

- Strategic planning
- Business development and outreach team leader
- Donor stewardship
- Grants program (foundations, corporations, bilateral institutions)
- Supporting and guiding the President/CEO and Board of Directors on business development and fundraising activities
- Donor meeting planning
- Business development and outreach tracking/monitoring
- Representing Promundo at meetings and events
- Coordinating and integrating business development activities with the other Promundo teams, including Communications, Finance and Administration, Programs, and Research

### **Supervisory Duties**

- Major gifts program
- Individual giving/annual giving program
- Research (fundraising, prospect development, and literature searches)
- Prospect development
- Donor and constituency database administration
- Special events
- Fundraising and outreach database

### **Qualifications**

- Master's degree in related field or bachelor's degree and equivalent work experience
- 7-10 years supervising fundraising efforts in a nonprofit environment
- 7-10 years of experience in business development and grant proposal writing; understanding of current funding landscape highly desirable
- 7-10 years of experience building successful partnerships with a diverse set of actors

### **To Apply**

To apply, please send a 1) resume, 2) cover letter, and 3) writing sample no later than **February 15, 2019** to: [jobs@promundoglobal.org](mailto:jobs@promundoglobal.org). The application documents should be collated into one single PDF file.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Please note that only shortlisted candidates will be contacted.