



Job Announcement  
**Development Associate / Officer**  
**Promundo-US**

Washington, DC  
April 2019

**Overview**

Promundo-US, an international non-governmental organization working to promote gender equality, seeks a full-time Development Officer to work in its Washington, DC office.

**About Promundo**

Founded in Brazil in 1997, Promundo works internationally to engage men and boys in advancing gender equality and preventing violence. Promundo's independently registered NGOs in the United States, Brazil, Portugal, and Rwanda collaborate to conduct 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. The organization's program areas include: conflict and security; economic justice; fatherhood and caregiving; preventing violence; youth and equality; gender, masculinities and health; and research for action. Promundo is also the co-founder of 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 its office 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**

The Development Officer will play a critical role in supporting Promundo's continued growth, impact and sustainability in the US and globally. Reporting to the Business Development Director, based in Washington, DC, this person will work within the growing business development team, and with the organization's dynamic group of about 20 staff and consultants, to advance Promundo's fundraising and strategic partnerships agenda. The position will also work cross-organizationally to leverage program work and updates to support fundraising and development. Candidates should have strong writing, research and analytical skills, as well as excellent organizational

skills and ability to independently prioritize as well as multi-task. The ideal candidate will also have experience undertaking resource mobilization and partnership development, including with the corporate sector. Candidates should also have an interest in international development, public health, and gender, particularly on men and masculinities. This is an exciting position for someone interesting in supporting the next generation of Promundo's work, and with enthusiasm to grow and learn.

The position is full time and includes a competitive set of benefits, including health insurance, paid leave, and retirement benefits. Salary is competitive and depending on salary history and experience. Both title and salary are commensurate with experience and qualifications. The proposed starting date is June 2019.

### **Job Duties**

Under the supervision of the Business Development Director, the Development Officer will:

- a) Support and co-ordinate the writing of funding proposals for the organization, including conducting desk research, as necessary
- b) Manage the organization's internal proposal tracking system to ensure streamlined and timely submissions
- c) Support the development and the implementation of a business development strategy for the organization
- d) Undertake business development research and create memos on prospective donors
- e) Monitor potential fundraising opportunities for the organization, including relevant websites and mailing lists
- f) Maintain and systematize an internal database of content and contacts to support the development of new proposals for the organization; and serve as a resource for staff seeking access and information from this database
- g) Support the Fundraising Committee of the Board of Directors, including development of an organizational strategy for individual giving
- h) Assist the President, Vice-Presidents and other staff with the development of strategic partnerships to support the work of the organization
- i) Maintain an updated list of current organizational projects
- j) Assist with the creation of Powerpoints and other presentations to donors
- k) Contribute to literature reviews and other desk research and report writing, and in the production and distribution of reports and materials to donors, as necessary
- l) Attend DC-based and other events, where necessary, to build strategic partnerships
- m) Work collaboratively as part of the business development team, and with colleagues across the organization
- n) Other duties as assigned.

## **Qualifications**

- a) Master's degree, ideally focused on related topic or undergraduate degree with at least 2-3 years related work experience
- b) Strong writing, research and analytical skills, including experience undertaking desk research, reviewing literature, and developing papers/documents
- c) 2-5 years of experience in business development and grant proposal writing; understanding of current funding landscape highly desirable
- d) Strong co-ordination and organization skills and excellent attention to detail and follow-through; ability to organize others a plus
- e) Excellent interpersonal and communication skills, both written and verbal
- f) Experience building successful partnerships with a diverse set of actors a plus; experience undertaking advocacy highly desirable
- g) Knowledge of gender issues, public health, social justice, and international development; experience working in these areas a plus
- h) Capacity to take initiative, think creatively, prioritize duties, and work independently while functioning as a member of a team
- i) Hard worker and multi-tasker, quick learner, flexible in the midst of changing priorities, sense of humor and with an interest to grow and learn
- j) Second language skills a plus – Spanish, French or Arabic preferred.

## **To Apply**

To apply, please send a 1) resume, 2) cover letter, and 3) writing sample no later than **May 1, 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.

## **Equal Employment Opportunity Statement**

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you!

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence

victim status, familial status, actual or perceived sexual orientation.