

**Development Officer,
Government, Business, and Foundation Donors**

JOB TITLE	Development Officer, Government, Business, and Foundation Donors
LOCATION	Washington, D.C.
ORGANIZATIONAL UNIT	ICMC, Inc.
REPORTS TO	President, ICMC, Inc. & Head of US Liaison Office
TYPE OF CONTRACT	F/T
STARTING DATE	ASAP
APPLICATION CLOSING DATE	October 1, 2019

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration and development.

While the ICMC headquarters is located in Geneva, Switzerland, we have a liaison office in Washington, D.C. and a development/fund-raising office (ICMC, Inc., a 501(c)3 corporation) in Boston, Massachusetts, in addition to the many field and liaison offices in over 40 countries around the world.

SCOPE OF WORK

ICMC is seeking a *Development Officer*, to be based in Washington, DC., who will contribute to ICMC's overall fundraising strategy in the United States through the identification and expansion of funding opportunities through the US government, private businesses, and foundations. The ideal candidate will be a team player with strong grant writing skills, who is able to work independently in a small office.

RESPONSIBILITIES

US Governmental Grants – 70%

- Collaborate with ICMC headquarters and field offices to identify funding needs and conduct research and analysis on solicited and unsolicited funding opportunities;
- In close coordination with Head of the ICMC Liaison office in Washington, DC, and fund-raising staff in Boston, serve as the lead writer for new funding opportunities and provide support towards award amendments;
- Coordinate with relevant teams to translate project concepts into clearly articulated and strong proposals;
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and submission;
- Review final proposal package before submission and manage quality assurance;
- In close coordination with relevant staff, track proposal submissions, responses, and feedback, and analyze success rate;
- Develop and maintain informational backgrounders and standard language for proposals for all ICMC areas of interest;
- Identify and manage new strategic funding and partnership opportunities;
- Attend related meetings, as assigned, in order to stay up to date on the contextual environment;
- Occasional travel

Foundation Grants and Corporate Outreach—30%

- Research related foundation and private business funding opportunities;
- Develop and maintain informational backgrounders and standard language for proposals for all ICMC areas of interest;
- Develop strategic relationships with grant officers and participate in site visits;
- Attend related meetings and calls, as assigned by the President, serve as key resource person on strategic partnerships;
- Collaborate with ICMC staff in Boston, MA;
- Other duties as assigned

REQUIREMENTS

- 5+ years of experience preparing and submitting funding applications (**required**);
- 2+ years of experience preparing and submitting USAID and/or State Department proposals (**required**);
- Bachelor's degree (**required**), graduate degree preferred;
- Demonstrated knowledge of and strong interest in humanitarian, migration, and child protection issues (**required**) with prior field experience (preferred);
- Experience developing abstract ideas and concepts into complete proposal packages;
- Outstanding communicator and exceptional writer with strong editing skills- for both coherence and adherence to proposal requirements;
- Ability to work in a small team and manage multiple projects and deadlines;

- Excellent interpersonal skills, including collaboration within a multicultural environment;
- Experience using fundraising databases and Microsoft Office Suite (**required**);
- Understanding of, and commitment to, the mission of ICMC;
- Basic understanding of, and respect for, the Catholic Church-related values and principles underlying ICMC's humanitarian and advocacy activities;
- **Authorized to work in the U.S. at the time of application**

HOW TO APPLY

Interested candidates should submit (via email to: development@icmc.net, subject: "ICMC Vacancy-DC DO"): a detailed CV (4 pages max.), a motivation letter noting where you heard about the posting, and contact information for two professional references.

The closing date for receipt of applications is October 1, 2019.

Applications will be evaluated on a rolling basis. Interviews with shortlisted candidates may be conducted before the closing date. Early submission encouraged.

Owing to the expected volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

References may be contacted prior to the interviewing stage.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. ICMC may take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment will not be recruited.

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.