

HIMALAYAN CATARACT PROJECT

TITLE: Institutional Development Officer

REPORTS TO: Director of Development

LOCATION: Vermont (Norwich or Waterbury); Silver Spring, MD; Open to Remote

ORGANIZATIONAL PROFILE:

Himalayan Cataract Project (HCP) works to provide critical eye care services, training for health professionals, and enhanced eye care infrastructure throughout the developing world where lack of access to eye care results in unnecessary blindness. **Thirty-nine million people are needlessly suffering from blindness worldwide, 18 million of whom are blind from treatable cataracts that can be cured with a 10-minute, \$25 surgery.** HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents.

Himalayan Cataract Project typically derives between 25-30 percent of its \$12.4 million annual budget from private foundations and 7-10 percent from governments grants. HCP has successfully partnered with USAID's Division of American Schools and Hospitals Abroad (ASHA) since 2005 on projects in Nepal, Myanmar, Ghana and Ethiopia.

This is an exciting time for the Himalayan Cataract Project. With increased exposure and visibility (MacArthur Foundation *100&Change* Semi-Finalist and April 2017 *60 Minutes* feature), we are expanding our team to meet new challenges, scale our work, and broaden our reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:

The Institutional Development Officer is responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate and government sources. The Institutional Development Officer is an integral part of the HCP development team and is charged with growing foundation, corporate, and government support.

ESSENTIAL JOB FUNCTIONS:

The Institutional Development Officer works to advance the organization's foundation, corporate and government fundraising efforts in support of our mission.

Responsibilities:

- Understanding of institutional history and programs.
- Researching potential funding opportunities
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants; and synthesize pertinent information
- Tracking all grant requirements
- Responding to request for proposals
- Coordinating grant submissions from start to finish including:
 - preparing letters of intent
 - reviewing the literature
 - writing narratives

- working with key staff to obtain programmatic and financial information
- comply with all grant reporting as required by foundation/corporate donors.
- submitting applications in coordination with the leadership team
- working with organization leadership to complete program requirements (post-award)
- Developing project plans with appropriate timeframes to effectively communicate and work with staff and funders
- Provide stewardship to current donors, including work with Program and Communications colleagues to provide regular written updates to corporate and foundation donors.
- Coordinate appointments or visits for HCP representatives with foundation officers and other prospects, arrange for site visits for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.

Other Responsibilities

All employees are expected to work as a team and to contribute to any activity that could promote the success of the organization.

QUALIFICATIONS:

The successful candidate will be a strategic thinker with strong political sensitivities and excellent judgment; an outstanding writer able to perform under tight deadlines; a skilled project manager able to drive the work of multiple people towards the submission of high quality, competitive grant proposals; and an accomplished multi-tasking professional. He or she will ideally possess some knowledge of health care or public health.

Undergraduate degree required; Masters or equivalent preferred.

Minimum of two (2-4) years of grant writing or comparable experience. Previous experience with non-profit fundraising. Proven experience writing successful five to six-figure grant proposals.

Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in the developing world with a firm commitment to eradicating unnecessary blindness

and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with a passion for our mission.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.