



Partners In Health

Title: Grants Development Assistant
Reports to: Director of Institutional Development

Overall Responsibilities:

The Grants Development Assistant provides support to, and serves as an integral member of, the Institutional Development Team, which oversees relationships with foundation, corporate, and in-kind donors to the work of Partners In Health (PIH). The primary responsibilities of the Grants Development Assistant include researching donor prospects and matching potential donors to appropriate PIH programs, grant-writing and proposal production, donor reporting and stewardship, and administrative support to the Institutional Development Team. This is an excellent opportunity for a strong writer who is interested in gaining in-depth knowledge about PIH, the key issues we address, and the global health funding landscape.

Specific Responsibilities:

I. Prospect Research

- Conduct research (including internet searches, foundation databases, annual reports, and print sources) to identify foundation and corporate donor prospects for both project-specific and general operating support.
- Manage a system to collect, organize, and present prospect research data in an efficient way so that leads can be evaluated and prioritized for further research and pursuit.
- Work with the Director of Institutional Development and program staff to match foundation and corporate prospects to PIH funding needs.
- Assist in researching and identifying opportunities for in-kind donations to PIH.
- Monitor current foundation and corporate donor priorities and general international grantmaking trends.

II. Grant-writing and Proposal Production

- Gather background information and data (through interviews with program managers, existing PIH documents and literature, and weekly programmatic meetings) on target programs in preparation for the development of letters of inquiry, concept papers, and proposals.
- Write first drafts of letters of inquiry, concept papers, and proposals.
- As needed, develop general program summaries and case statements for PIH programs, including photographs and patient stories.
- Assist in production, formatting, and assembly of proposal materials, such as project budgets, organizational budgets, photographs and maps, application forms, board and staff lists, and cover letters.

III. Donor Reporting and Stewardship

- Work with program staff to develop narrative and financial reports to current foundation and corporate donors.

- Draft acknowledgement letters and other routine donor correspondence.
- Assist in responding to donor inquiries and requests as they arise.
- Work closely with the broader development team to carry out donor-wide mailings that take place throughout the year.

IV. Administrative Support

- Maintain electronic and hard files for foundation and corporate donors and prospects.
- Regularly record Institutional Development Team actions into Raisers' Edge Database, PIH's donor database. Ensure accuracy of institutional donor information in Raiser's Edge Database.
- Provide administrative support to the Institutional Development Team, such as scheduling and setting up meetings/conference calls, recording notes at meetings, handling phone inquiries, and managing the Institutional Development team's info e-mail account.
- Work closely with the individual development team to help coordinate development events and donor-wide mailings, process incoming grants, and assist in broader development projects.
- Perform other related tasks, general office duties and special projects as needed.

Qualifications:

1. Bachelor's Degree required.
2. 1-2 years experience in the development or program department of a non-profit organization preferred.
3. Excellent writing skills and enthusiasm for writing required.
4. Excellent attention to detail and quality in preparing documents (reports, proposals) for outside audiences; strong editing skills required.
5. Strong organizational skills and demonstrated capacity to handle multiple assignments and meet deadlines.
6. Strong proficiency in word processing, spreadsheet, and presentation programs (Microsoft Office applications preferred). Experience with Raiser's Edge and Outlook a plus.
7. Strong interpersonal and team skills, and the ability to communicate with and coordinate efforts of culturally and geographically diverse staff to meet deadlines.
8. Ability to communicate with donors and prospects with tact and professionalism.
9. Interest in global health strongly desirable.

Interested candidates should submit a cover letter and resume to hr@pih.org.