



**AMAR International Charitable Foundation
in the United States of America (AMAR U.S.)**
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Advertisement for a Development and Communications Officer (Full-Time Position)

Job Title: Development and Communications Officer

****Please note the primary function of this role is **fundraising and non-profit donor development**, and direct experience is required in one or both of these areas. Communications is a subsidiary role and will not be weighted heavily in applications****

Start Date: ASAP

Location: AMAR U.S. Office, 1616 H Street NW, Suite 105, Washington, DC 20006

Salary: Commensurate with skills and experience

Deadline: 11.59pm, Sunday January 10, 2016

Applications may be considered on a rolling basis.

To Apply: Please e-mail:

- Cover letter
- CV
- Salary History
- At least three examples of your previous work (either as e-mail attachments or hyperlinks) including, but not limited to, marketing materials, social media campaigns, websites, fundraising event materials, and proposals.

Submit all application packages electronically to opportunities@amarfoundation.org, with the subject line:
Development and Communications Officer Application

The AMAR International Charitable Foundation in the United States of America (AMAR U.S.) is recruiting for a new Development and Communications Officer position at our Washington, D.C. office.

This exciting opportunity is for a full-time staff member to join our small but growing team to build a sustainable fundraising program for AMAR U.S. and expand our networks and resources. The Development and Communications Officer will report directly to the CEO.

AMAR U.S. was founded in 2010 as the American affiliate of the AMAR International Charitable Foundation, a British charity providing health and educational services in the Middle East and South Asia since 1991. Today AMAR is providing [health care](#), [education](#), [human rights](#), [empowerment](#) and [vocational training](#) to over 500,000 people in the most disadvantaged areas of Iraq and Lebanon, and was recently recommended as a top charity through which to help Iraqi and Syrian refugees by the [CNN Freedom Project](#).



As part of a small and growing organization the Development and Communications Officer will hold direct responsibility for managing development initiatives including fundraising, events management, corporate outreach and continuous development of a marketing and fundraising strategy. They will work to expand AMAR U.S.' networks and presence. Please see overleaf for key responsibilities of the position and skills required.



KEY RESPONSIBILITIES

The Development and Communications Officer will support all aspects of AMAR U.S.' work by growing AMAR's donor base and building upon existing AMAR U.S. strategy documents to design and implement a comprehensive Development and Communications strategy.

Responsibilities will be varied and will include:

Development:

- Identify and develop prospective foundation, corporate and private donors in coordination with the US Board;
- Strengthen relationships and increase giving from existing major donors;
- Create proposals and applications for grants;
- Implement a donor management system, including fundraising tracking, gift entry, donor recognition, regular reporting, and data analysis.

Fundraising:

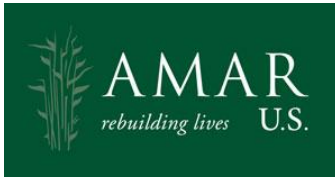
Grow the annual fundraising capacity of AMAR U.S. through:

- Coordinate and grow the network of AMAR Supporters Circles across the U.S.;
- Expand AMAR's program of fundraising events in Washington D.C. and in key U.S. cities;
- Plan and ensure the successful execution of the annual AMAR U.S. gala;
- Create and manage public fundraising campaigns;

Communications:

Raise awareness of AMAR U.S. and the 'AMAR model' of primary healthcare in conflict zones and high stress areas through:

- Serve as the primary internal and external point of contact for information on AMAR projects and work;
- Build relationships with journalists, establishing AMAR as a source of expertise and arranging op-eds and interviews with AMAR senior staff.
- Provide summaries of AMAR's work for use by the Board and AMAR Supporters Circles, including speeches, written summaries and PowerPoints.
- Produce well-designed communications materials that advance AMAR's development goals, including grant applications, project reports, emails, newsletters, blog posts and social media updates;
- Oversee the AMAR U.S. website and social media channels;



QUALIFICATIONS

Commitment:

- Strong commitment to the mission of AMAR U.S.;
- Strong commitment to building a healthy, sustainable organization through a committed donor-base;
- Strong commitment to core human rights values, tolerance and diversity;

Fundraising Skills and Experience:

- Bachelors' degree;
- 2-4 years' experience in development, fundraising or related non-profit work (will consider applications with less experience, especially from individuals who are well networked within a community of potential donors);
- Successful track record of identifying, cultivating, and soliciting major donors;
- Previous work experience would ideally include:
 - Fundraising;
 - Development of foundation, corporate and individual donors;
 - Budgeting and financial reporting;
 - Events management and logistics, including organization of mailings, responses, and printed materials;
 - Grant Writing;
 - Management of development and fundraising projects;
 - Excellent interpersonal and communication skills, including public speaking;
 - Strong writing and editing skills;
 - Highly competent with database management;
 - Website management experience;
 - Proficiency with IT generally and the Microsoft Office package.

Familiarity:

Familiarity of the following are not necessary, but a plus:

- History, politics, culture, and current events in the Middle East, specifically, Iraq, Lebanon and Syria;
- Arabic language skills
- Experience living in the Middle East.