

**ADVERTISEMENT FOR A DEVELOPMENT & COMMUNICATIONS ASSOCIATE
(FULL-TIME POSITION)**

Job Title: Development and Communications Associate

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

Start Date: July 2017

Location: AMAR U.S. Office, 1601 R Street NW, Second Floor, Washington, DC 20009

Salary: Commensurate with skills and experience

Deadline: 11:59pm, Sunday July 9, 2017

Applications may be considered on a rolling basis.

To apply, please e-mail the following application materials:

- 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 Associate Application.

ABOUT AMAR

The AMAR International Charitable Foundation in the United States of America (AMAR U.S.) is recruiting a new Development and Communications Associate position at our Washington, D.C. office. This exciting opportunity is for a full-time staff member to join our growing team to assist the Development and Communications Officer and Regional Manager in managing key programs and development initiatives. Please see overleaf for key responsibilities of the position and skills required.

AMAR U.S. was founded in 2010 as the American affiliate of the AMAR International Charitable Foundation, an award-winning British charity that has worked in the Middle East since 1991, building and improving the lives and livelihoods of some of the world's poorest and most disadvantaged people. AMAR was named the [International Aid and Development Charity of the year](#) in 2014 at the UK National Charity Awards.

Today AMAR is providing [health care](#), [education](#), and [emergency aid](#) to over 500,000 people in the most disadvantaged areas of Iraq and Lebanon. Our Emergency Refugee Response to assist those displaced by ISIS has gathered international media attention, and AMAR was recommended as a top charity through which to help Iraqi and Syrian refugees by the [CNN Freedom Project](#).



KEY RESPONSIBILITIES

As the Development & Communications Associate, you'll report directly to the Development & Communications Officer. You'll also assist the work of the Utah-based Regional Manager as needed and support our team ethos by working closely with other members of AMAR staff and volunteers in Washington D.C., Utah, London, and beyond.

You'll support a variety of tasks including stewarding existing supporters and building key relationships to curate a portfolio of engaged, inspired AMAR donors. You will help cultivate a community of volunteers, engaged citizens, and donors to help AMAR reach its fundraising objectives. You will be an innovative, creative, and passionate relationship manager, fundraiser, and communicator that will help grow AMAR's brand and impact.

Responsibilities will be varied and will include:

Development

- Assist the Development & Communications Officer in the day-to-day processing of gift entries and help maintain records on donors, volunteers, and prospective supporters using our Salesforce database.
- Identify and develop a robust, new portfolio of foundation, corporate and private donors in coordination with staff and board members.
- Engage existing donors and prospects through relationship building to raise dollars for AMAR projects.
- Identify and develop prospective foundation, corporate and private donors in coordination with staff and board members.
- Strengthen relationships and increase giving from existing major donors.
- Create proposals and applications for grants.
- Utilize AMAR's Salesforce donor management system for fundraising tracking, gift entry, donor recognition, regular reporting, and data analysis.

Fundraising

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

- Help coordinate fundraising and friend-raising events where the AMAR story can be shared
- Create and assist with the management of public fundraising campaigns.

Communications

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

- Coming up with innovative ways to show donors the return on their investment. You'll surprise and delight them with creative ways to show our appreciation. You'll be an articulate and engaging storyteller to inspire donors to increase and diversify their support of AMAR.
- Help grow AMAR's brand awareness by creating, proofreading, and editing various printed and electronic marketing materials.
- Write news articles and media relations materials, create and disseminate press releases and create materials for use by the AMAR Board, staff and volunteers.
- Build relationships with journalists, establishing AMAR as a source of expertise and arranging op-eds and interviews with AMAR senior staff.



- Support the execution of AMAR's communication's strategy, including maintaining the social and electronic media communications calendars and assisting with the ongoing maintenance of the website.
- Serve as an internal and external point of contact for information on AMAR projects and work.
- Produce well-designed communications materials that advance AMAR's development goals, including grant applications, project reports, emails, newsletters, blog posts and social media updates.

QUALIFICATIONS

Commitment

- An incredible passion for AMAR's mission that invigorates and excites everyone with whom you share it.
- Drive and sophistication, excited by the opportunity to help shape the future of the fundraising department and the organization as a whole.
- A team-orientation and strong work ethic, essential for this demanding environment that continually strives for excellence.
- Highly developed interpersonal skills with the presence and personal style to represent the organization to multiple constituents.
- Strong commitment to core human rights values, tolerance and diversity.

Fundraising Experience

- Bachelors' or Masters' degree in a relevant field of study; A focus on communications, marketing, and/or nonprofit management are a plus.
- 1-3 years of 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).
- An aptitude for producing high-quality work to deadlines and to balancing multiple commitments in an organized and efficient way.
- Previous work experience would ideally include:
 - 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 Salesforce
 - Proficiency with IT generally and the Microsoft Office package; Experience with Adobe Creative Suite is preferred but not required

Skills

You're uniquely people-oriented.

You're more than capable of cultivating productive relationships. You'll work closely with philanthropists, influencers and other diverse personalities. This doesn't intimidate you, but excites you. You thrive on building and developing these relationships with intelligence, maturity and professionalism.

You're a mover, a shaker, and an avid fundraiser

You're eager to learn. You're inspired to rebuild lives in the Middle East. You're committed to AMAR's mission and improving lives for families displaced by conflict, civil disorder, and disruption.

You understand the value of our supporters.

You have outstanding communication skills. You're articulate and persuasive, with well-honed relationship building skills. You make everyone feel special. You're able to get anyone excited about what we do and make their experience with us unique. You're inviting, discerning, and thoughtful.

You're creative, innovative, and a self-starter.

You thrive in a creative, inventive, fast-paced start-up environment, with people who are passionate about their work and mission. You can work with a team and take direction, but are also able to drive your own goals and create your own work plans.

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.