

## **POSITION DESCRIPTION**

### **Finance Volunteer**

US Office

#### **Executive Summary**

The International Institute of Rural Reconstruction (IIRR) is an international development and training organization. IIRR works in partnership with rural communities in Africa and Asia to overcome poverty. Grassroots work generates knowledge of how to achieve greater economic and social well-being that is shared widely with development actors at all levels, from the local to the global. Headquartered in the Philippines, IIRR is one of only a few international development organizations based in the Global South. IIRR has a small liaison office located in the United States, where the Institute was incorporated as a 501(c) 3 non-profit organization in 1960.

As part of the headquarters of IIRR, the US Office is responsible for:

1. Establishing, maintaining and strengthening partnerships with donors based in the US, including raising general support funds and supporting regional centers in Africa and Asia in resource development for program funding
2. Developing and coordinating institutional marketing and communications, including maintaining the IIRR website and administering the email platform
3. Representing IIRR and networking on its behalf in the US
4. Managing relations with an international board
5. Administering the non-profit status and day-to-day operations of a small office, including personnel/volunteers/interns and finances

#### **Who We Are**

Yen Yang Chu, a Chinese national, returned to his native country early in the 20<sup>th</sup> century after several years of working and learning abroad. His recent experience working in World War I Chinese labor camps in France had convinced him of the importance of literacy in rural areas for his country's development. By the early 1920s, Dr. Y.C. James Yen (as he is known in English) had developed a simplified writing system and established the Mass Education Movement in China. One day when he was visiting a village, a farmer told him, "Now I know how to read and write, but my stomach growls with hunger as much as my neighbor who cannot." Dr. Yen altered his program to address the inter-locking problems of poverty in his day – ignorance overcome through education; poverty overcome through livelihood; disease overcome through health; and mis-management overcome through self-government. This integrated program was termed "rural reconstruction." Dr. Yen adopted an approach to working with the rural poor termed "Credo of Rural Reconstruction" that is based on the philosophy of Lao Tzu and that continues to guide the work of the many organizations that grew out of his work in China, including IIRR.

### **Credo of Rural Reconstruction**

Go to the people  
Live among them  
Learn from them  
Plan with them  
Work with them  
Start with what they know  
Build on what they have  
Teach by showing  
Learn by doing  
Not a showcase but a pattern  
Not odds and ends but a system  
Not piecemeal but an integrated approach  
Not to conform but to transform  
Not relief but release

The Chinese Revolution interrupted Dr. Yen's work, which had benefited millions of people in a short time period. His leaving China was a gift to the world, since his experience, philosophy and approach began to be shared widely, motivating the formation of a number of rural reconstruction movements around the world in places as diverse as Colombia, Ghana, Guatemala, India, the Philippines, and Thailand. He was an early pioneer in espousing principles of development that have come to be considered best practice, like participation and sustainability. By 1960, he recognized the tremendous need to build capacity in order for development to be effective, and IIRR was born. Dr. Yen knew that quality training brings theory together with practice that is rooted in direct experience. Because of this, IIRR has always directly implemented development programs, working in partnership with rural communities, that generate lessons of what works and what does not in the struggle to overcome poverty.

We invite you to apply to the position of Finance Volunteer if the above statements describe you and you meet the minimum requirements listed below.

- Bachelor's degree
- At least three years professional work experience
- Strong computer skills, especially using MS Windows, Excel, Word and Outlook
- Experience in accounting (knowledge of Quickbooks a plus) or in fundraising / resource development (and an interest in learning the other)
- Familiarity with database management (knowledge of eTapestry a plus)
- Strong oral and written communication skills
- Demonstrated ability to work in an intercultural setting
- Ability to multi-task, set priorities, and manage time effectively
- Good judgment to assess the sensitivity of information and maintain confidentiality
- Understanding of and interest in issues related to poverty in developing countries

## **Details of the Position**

Responsibilities: The main responsibilities are enumerated below, along with some indicative tasks for each:

- 1) Managing financial transactions, accounting and reporting
  - a. Processing financial transactions
  - b. Accounting for financial transactions
  - c. Preparing and analyzing financial reports
  - d. Developing office budget
- 2) Implementing routine fundraising procedures and supporting special fundraising initiatives
  - a. Preparing communications to donors and trustees
  - b. Preparing resource development reports
  - c. Managing donor information
  - d. Maintaining donor database, files and records
  - e. Supporting special event planning

Compensation: This is an unpaid volunteer position for an average of 2 days a week. The office is located in New York City.

Applying: To apply, e-mail a letter of interest, your résumé/CV, and three references to [us.office@iirr.org](mailto:us.office@iirr.org) with **Finance Volunteer** in the subject line. No faxes or phone calls please.

For more details on IIRR, please visit our website at <http://www.iirr.org>.