

POSITION DESCRIPTION
Development Officer
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.

IIRR is currently seeking a skilled and dynamic Development Officer to lead and manage IIRR's US Office. The Development Officer will have the opportunity to contribute to realizing and managing growth – in both size and effectiveness – in support of IIRR's strategic plan objectives. The Development Officer of the US Office reports to the President and assists the senior management team to shape and support IIRR's overall program agenda in East Africa and Southeast Asia. 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 20th 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 Development Officer if you meet the minimum requirements listed below:

- Bachelor’s degree; master’s degree in a relevant field preferred
- Three to seven years of professional work experience and exposure in communications, proposal development, networking, fundraising, marketing or a similar field; international experience and interest in international development a plus
- Excellent oral and written communication and presentation skills
- Experience in accounting and financial management (knowledge of Quickbooks a plus)
- Strong computer skills, especially using MS Windows, Excel, Word, Outlook, and web-based applications such as Google Apps (knowledge of eTapestry or other donor database software a plus)

- Ability to multi-task, set priorities, and manage time effectively

Details of the Position

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

- 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
 - a. Creating and implementing an annual fundraising plan for general support
 - b. Researching potential donors for both general and program support
 - c. Cultivating and soliciting individual and institutional donors, including meetings, presentations, communication by phone, e-mail or regular mail, and proposal writing
 - d. Maintaining and strengthening relationships with individual and institutional donors, including grant reporting
 - e. Maintaining eTapestry donor database and files of donor records, reports, and grant proposals
 - f. Researching and mobilizing efforts to identify additional donor prospects to broaden IIRR's donor base
- 2) Developing and coordinating institutional marketing, communications, the IIRR web site, and Google Apps (the internal email platform)
 - a. Revising and coordinating the implementation of an annual marketing and communications plan (including publication distribution and printed, Web and electronic materials) for disseminating relevant messages to donors, development networks and the general public
 - b. Developing/editing a monthly e-newsletter and annual reports
 - c. Creating brochures and other marketing materials as needed
 - d. Updating, regularly, the IIRR website and responding to regional offices' requests for updates
- 3) Representing IIRR and networking on its behalf in the US
 - a. Proactively pursuing opportunities for establishing relationships on behalf of IIRR
 - b. Representing IIRR in meetings, workshops and conferences
 - c. Creating and delivering presentations that highlight the results of IIRR's work
- 4) Managing relations with the international board of IIRR
 - a. Initiating communications with board members, as needed
 - b. Coordinating information-sharing with the board, as needed and for quarterly meetings
 - c. Managing travel and meeting logistics for board meetings
- 5) Administering the non-profit status and day-to-day operations of a small office, including finances and personnel (interns, volunteers) responsible for:
 - a. Managing financial transactions, accounting and reporting
 - b. Managing effective administrative systems in support of office operations

- c. Implementing routine fundraising procedures and supporting special fundraising initiatives
- d. Providing resource development and other support to IIRR operating units, depending on priorities
- e. Managing U.S. Office financial transactions and accounting, and preparing financial reports and budgets for the Institute's Finance Office at Headquarters and the Board of Trustees
- f. Performing finance-related and legal administrative tasks for the U.S. Office, including preparing financial documents for Headquarters, managing bill payment and cash accounts, and submitting documents in compliance with statutory/legal requirements

Compensation: This is a full-time position, with competitive compensation, commensurate with experience, and an excellent benefits package. The office is located in New York City.

Applying: **The deadline to apply is Friday, April 30.** To apply, e-mail a cover letter, résumé/CV, and three references to us.office@iirr.org with **Development Officer Position** in the subject line. No faxes or phone calls please.

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