

Job Posting - Institutional Funding Officer

At Human Concern International, we are more than a great and open place to work in – our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

The Institutional Funding Officer will contribute to HCI's institutional funding strategy and will assist in advancing our funding diversification efforts, in particular, the identification and stewardship of relevant donors such as Global Affairs Canada (GAC) and Canadian Foundations, which have the potential to contribute to HCI's programs. The Funding Officer will foster strategic relationships with prospective donors, and coordinate the development and submission of quality proposals.

Position Title: Institutional Funding Officer

Reporting To: Director of Programs

Location: GTA

Terms: Full Time – 37.5 hours per week

Deadline to Apply: On going until we find a suitable candidate

Key Duties and Responsibilities

- Research and identify key institutional donors in the Canadian context with the capacity to contribute for initiatives that align with HCI's programs
- Position HCI before key donors (particularly GAC and Canadian Foundations) and foster strategic relationships with them
- Work closely with HCI country and Programs staff to synthesize relevant project content into a cohesive and comprehensive proposal for institutional donors
- Lead the development and submission of expressions of interest, concept notes and proposals for identified opportunities, or in response to calls and requests for proposals
- Provide quality control on submissions, including proposal budgets, ensuring optimal cost and overhead recoveries, quality control of proposal logic models and monitoring and performance management frameworks

- Ensure submissions are properly stewarded; maintain relationships with donors post submission
- Draft materials for teams engaging with funders for oral presentations and/or co-creation activities (e.g. slide decks and succinct responses to funder questions/feedback).
- Any other tasks as assigned.

Qualifications, Skills and Experience

- Minimum of five (5) years' experience in proposal writing, ideally within the field of international development. Experience writing proposals for donors such as Global Affairs Canada, USAID, North American based foundations, or European based donors.
- Demonstrated experience developing strategic relationships with donors such as GAC and Canadian Foundations;
- Demonstrated experience writing successful funding applications to donors such as GAC and Canadian Foundations
- Strong analytical understanding of development issues (particularly women's rights; Ending Violence Against Women and Girls (EVAWG); Sexual Reproductive Health and Rights (SRHR); Women's Economic Empowerment (WEE); Transformative Leadership (TL); Gender in Emergencies (GiE); and Gender and Climate) and the ability to apply this understanding in the development of program proposals
- Experience using prospect databases and CRM tools
- Proven ability to analyze donor and client solicitation requirements, develop responsive outlines, and successfully write competitive and compelling proposals
- Excellent time management skills with the ability to prioritize and meet tight deadlines;
- Strong and clear commitment to HCI's values;

Our Offer

- Salary is competitive/commensurate with experience and other qualifications, with annual incentive potential
- Comprehensive benefits package that covers medical, vision, dental and wellness
- Company investment in Registered Retirement Savings Plan
- Sick Days, Paid Holidays, Family Days accrued annually
- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development



WORKING TO CHANGE OUR WORLD

Travel, evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading 'Institutional Funding Officer'.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.