

## Helen Keller JOB ANNOUNCEMENT

### **Business Development Associate**

*(NYC metro area preferred; other locations considered.)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

### **Background**

With an annual operating budget of about \$80 million, Helen Keller's programs are supported by a diverse array of donors, including the U.S. government, various United Nations agencies, foundations, corporations, and individuals. The Business Development Associate will be a key member of the Business Development Unit, which facilitates and maximizes fundraising efforts with public and private institutional donors to better serve people reached by our programs. The ideal candidate is looking to take the next step toward an international development career. We are looking for a positive, highly organized, detail-oriented person with excellent writing skills. This is a position with room for growth over time.

### **Functional Relationships**

Reporting to the Associate Vice President, Business Development, the Business Development Associate will work in close collaboration with other Business Development Unit staff and with other colleagues at both the country office and global levels. Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

### **Scope of the Position**

The Business Development Associate will support a variety of business development tasks and responsibilities during proposal development. This support will include researching and identifying new sources of support; helping prepare and submit proposals, concept notes, letters of inquiry, reports, and other donor correspondence; maintaining donor databases, records, and calendars; running reports; and coordinating general unit operations.

### **Key Responsibilities**

- Participate in diverse fundraising activities during capture and proposal development phases designed to ensure efficient and effective coordination and collaboration across the unit and organization.
- Build understanding of unit processes through development of guidelines and support compliance with business development standards and procedures through training and consultation.

- Perform a wide variety of supportive and administrative tasks, including but not limited to capturing and uploading fundraising data and running reports through the various information management systems (e.g., Teams, SharePoint, NetSuite) that Helen Keller uses.
- Identify and track new sources of support by utilizing online databases and resources.
- Schedule and support capture and proposal meetings: prepare background material; develop timelines, calendars, teaming agreements, job descriptions, and take notes.
- Work collaboratively with colleagues as Business Development Unit administrative lead, helping to gather, edit and review information needed for proposal submissions and/or reporting.
- Coordinate timely and accurate submission of proposals, facilitating appropriate internal review and approval in collaboration with Programs, Finance, Grants & Contracts, and others.
- Review concepts, proposals and/or reports to verify they are complete and comply with donor guidelines, notifying proposal lead of any issues.
- Draft acknowledgement letters and general donor correspondence.
- Contribute to continuous business process improvement efforts, including the development of new templates and forms.

### **Required Qualifications/Competencies**

- **Education:** Bachelor's degree in English, Public Health, International Relations, Political Science, or related field; plus
- **Experience:** 2-3 years of professional experience in fundraising and/or nonprofit sector, or equivalent combination of education and experience.
- Excellent written and oral communications skills in English. French language skills a strong plus.
- Meticulous attention to detail.
- In-depth knowledge of database, spreadsheet (Excel), word-processing (Word), document production (Adobe), and presentation (PowerPoint) software.
- Developing knowledge of international donors, such as USAID, UN agencies, private foundations, and others.
- Collaborative, flexible and solution oriented.
- Ability to work under pressure, maintain balance when under stress and meet strict internal and donor deadlines.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Ability to travel is preferred but not required.
- Helen Keller Intl requires all US-based staff to be fully vaccinated (including one booster) against COVID-19, whether or not they have had COVID.

### **Compensation**

The midpoint of the salary range for this position is \$66,000 with a minimum of \$55,000 and a maximum of \$77,000. Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and business sector.

## **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org)  
Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller is dedicated  
to building an inclusive workforce where diversity in all its forms is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*