

Helen Keller JOB ANNOUNCEMENT

Development Officer (New York, NY preferred)

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.

Recognizing a lack of accessible, adequate vision care among low-income adults and children in the US, Helen Keller established the US Vision Program (formerly known as ChildSight®), which currently operates in CA, MN, NJ & NY. Since 1994, Helen Keller has provided free vision screenings for more than 2.1 million individuals in the United States and provided more than 350,000 of them with prescription eyeglasses to solve common vision problems.

We are seeking a Development Officer to contribute to efforts to mobilize resources and build partnerships to support our mission, specifically for our vision programs in the United States. The Development Officer has primary responsibility for the day-to-day management of an assigned portfolio of donors and prospects that support Helen Keller's US Vision Programs.

Functional Relationships

Reporting to the Associate Vice President of Business Development and Strategic Partnerships, the Development Officer will work closely with the senior leadership of the US Vision Programs and program team members from across our US markets, as well as other development and communications colleagues. S/he will liaise regularly with Helen Keller donors and partners.

Helen Keller is structured so that the work of each unit supports and reinforces the work of every other unit. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally, are essential to making this structure thrive.

Specific Responsibilities

- Research and cultivate new sources of funding through development of briefing sheets on potential donors that identify solicitation strategies and by drafting letters of inquiry, concept notes, and proposals.
- Sustain and renew existing sources of funding through engaged management of donor portfolio, including development and submission of reports, correspondence, updates, and renewal requests.
- Work collaboratively with program and finance staff to gather, edit and review information needed for prospect/donor materials and to coordinate the timely and accurate submission of materials.
- Manage and maintain database, files and calendars that track prospects, donors, submissions, deadlines, and fundraising results.
- Proactively identify, communicate, meet, and exceed donor needs and expectations.
- Participate in regularly scheduled team and departmental meetings for ongoing communications on activities.

Required Competencies

- Excellent organizational skills to effectively and efficiently manage multiple detail-oriented projects simultaneously.
- Superior written and verbal communication skills; proficiency in English required.
- Experience with research to identify new funding opportunities.
- Ability to form relationships with diverse groups of people and to function both independently and as part of a team. Collaborative, flexible and solution-oriented.
- Ability to manage competing priorities and thrive under tight deadlines.
- Demonstrated knowledge of the application of information technology to this type of work including:
 - Excel and Microsoft Office Suite or equivalent;
 - ability to navigate new user interfaces; and
 - eager to learn new platforms.
- Demonstrable respect for all people, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.
- Commitment to Helen Keller Intl's work and mission.
- US work authorized.
- Helen Keller Intl requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- New York based team members work a hybrid schedule with two days per week in the New York City location.

Qualifications

- College degree plus a minimum of five years of progressively responsible nonprofit experience in corporate and foundation fundraising, or equivalent combination of education and work experience.
- Experience with fundraising databases preferred.

Compensation

The midpoint of the salary range for this position is \$76,000 with a minimum of \$60,800 and a maximum of \$91,200. Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and professional specialty.

To Apply

Qualified candidates should submit a cover letter and resume to Hki.Recruitment@hki.org noting the job title in the subject line. 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 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.