



Job Posting

**Business Development Officer
Equimundo, Washington, D.C.**

July 2024

Overview:

Equimundo, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Business Development Officer. This position forms part of Equimundo's Business Development team and will be based in Washington, D.C. (with a hybrid work-from-home/office model).

About Equimundo:

[Equimundo](#) is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is critical to achieving gender equality. With partners in more than 55 countries, Equimundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all.

Job Description:

Equimundo is looking for a Business Development Officer. This role will be critical in ensuring Equimundo has the resources to achieve its strategic plan. To do this, the position is expected to support both institutional (corporate, foundation, government) and individual fundraising. The position will require excellence in organization and cross-team collaboration, strong research and analytical skills, and the ability to work independently. At Equimundo, our values undergird everything we do, so candidates must

be strong advocates for diversity, equity, and inclusion, particularly the role of men and masculinities in global goals for gender equality. Under the supervision of the Associate Director of Business Development, the primary areas of responsibility of the Business Development Officer are the following:

- Support and coordinate the writing of institutional funding proposals for the organization, working closely with relevant members of other Equimundo departments
- Co-lead the organization's burgeoning individual giving program, with duties such as donor prospecting/research, cultivation through marketing and events, digital campaigns
- Manage the organization's internal proposal tracking system to ensure streamlined and timely submissions
- Provide direct support to core funders, including through periodic outreach, marketing, narrative and financial reporting
- Maintain and systematize an internal database of content and contacts to support the development of new proposals for the organization and serve as a resource for staff seeking access and information from this database
- Assist the Office of the CEO, Directors, and other staff with the development of strategic partnerships to support the work of the organization
- Attend DC-based and other events, where necessary, to build strategic partnerships
- Work collaboratively as part of the business development team and with colleagues across the organization, particularly the Communications and Advocacy team

Qualifications for Consideration:

- Undergraduate degree plus equivalent work experience of 2-5 years in business development and grant proposal writing; understanding of current gender equality funding landscape highly desirable
- Strong writing, research, and analytical skills, including experience undertaking desk research, reviewing literature, and developing papers/documents
- Knowledge and experience in digital fundraising, including the use of email marketing and social media to elevate the organization's profile
- Experience using the following platforms preferred: Salesforce, Notion, ChatGPT preferred. The organization uses the Google Workplace Suite, Slack, and Dropbox.
- Knowledge of gender issues, public health, and social justice; preferably experience working in these areas
- Capacity to take initiative, think creatively, prioritize duties, and work independently while functioning as a member of a team
- Strong coordination and organization skills and excellent attention to detail and follow-through; ability to organize others a plus
- Excellent interpersonal and communication skills, both written and verbal
- Working proficiency in Spanish preferred

Compensation:

Equipundo offers competitive and fair salary ranges in Washington, D.C., not-for-profit, and related sectors. This position ranges between \$70,000 and \$80,000, depending on years of experience and academic qualifications. The position includes fully paid health insurance, four weeks of vacation leave, 13 holidays, and an employer contribution of 8% toward retirement benefits.

Start Date

The proposed starting date is November 2024.

To Apply

To apply, please send the following documents as **one single PDF file** labeled FirstName_LastName_BD Officer no later than **September 1, 2024**, to jobs@equipundo.org:

1. Cover letter
2. Resume
3. Example of previous funding proposal or marketing pitch (500 words or less)
4. Three professional references

In addition:

- Please write "Business Development Officer" as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted. Please note that finalists may be asked to complete a writing assessment.

Equal Employment Opportunity Statement

Please view this description as a general overview but not a mandatory comprehensive list. Apply if you feel passionate about our efforts and believe you have the skills to contribute and lead in this role. We want to hear from you!

Equipundo is committed to creating and maintaining a diverse and inclusive working space for all employees and providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer, and we strongly encourage Black, Indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.