



Development Assistant

Full time

Location: Remote (flexible location, ideally based in US, Mexico, or Central America)

Start date: March 2022.

ABOUT SIF

Vision – We are guided by a vision of just, peaceful, and prosperous societies in Central America.

Mission – To champion good governance and equity in Central America through rule of law and a robust civil society.

Seattle International Foundation (SIF) champions good governance and equity in Central America through support for rule of law and a robust civil society. SIF has granted more than \$24 million to 243 high impact organizations in 81 countries. In addition to its grant making portfolio, SIF implements key program initiatives in the region, including the Central America Donors Forum, the Central American and Mexico Youth Fund, the Centroamérica Adelante leadership program, Anti-Impunity Fund, Central America in DC, and the Independent Journalism Fund.

SIF was founded in 2008 as a supporting organization to the Seattle Foundation for the purpose of increasing and enhancing international philanthropy and development from the Pacific Northwest. In 2018, SIF refined its strategy to focus 100% of its efforts on Central America. SIF has staff based in the United States, Mexico and Central America. To learn more about the Seattle International Foundation, visit www.seaif.org.

ABOUT THE ROLE

SIF is seeking a dynamic and passionate professional to support the development and implementation of the organization's fundraising and development strategy focused on existing and potential partners in order to maintain strong donor relationships that deepen and grow over time, as well as support SIF events planning and engagement of philanthropists that make direct investments in the region through SIF.



The Development Assistant will support the Director of Development and Fundraising in developing and implementing fundraising strategies; researching and identifying potential donors; preparing grant proposals and donor reports; and help build and implement the organization's donor database. They will also assist in preparation of SIF organization events and support SIF's Impact Services program. The Development Assistant will report to the Director of Development and Fundraising, and will work collaboratively and inclusively with all SIF staff.

PRIMARY JOB RESPONSIBILITIES

Development (75%)

- Support preparation, editing, and finalization of proposal applications.
- Support preparation, editing, and finalization of donor reports.
- Track application and deliverable deadlines, as well as incoming donor grant payments.
- Support development, operationalization, and maintenance of SIF's donor database.
- Support identification, research, and strategic planning for expanding current partnerships and engaging new donors.
- Support creation of donor-friendly assets for SIF and SIF programs.
- Support coordination of planned events and identify new events and networks for SIF to participate in.
- Research and identify events, conferences, and funding networks of relevance to SIF.

Operational Support to Impact Services (20%)

- Support Impact Services Lead with grants management.
- Conduct due diligence on potential grantee organizations.
- Support and monitor financial transfer process to grantees alongside Impact Services Lead and Grants Administrator.
- Track incoming donations and provide account updates to donors.

Logistics and Coordination Support for Annual Central America Donors Forum (5%)

- Provide logistical and administrative support to Events and Program Officer in preparing for the annual Central America Donors Forum (CADF).
- Participate in development of and outreach to event partners and sponsors.

QUALIFICATIONS

- Bachelors Degree, or commensurate work experience.
- Fluency in English and Spanish required.
- Understand and support the Foundation's mission and values.
- Knowledge or interest in Central America and Mexico, and the Foundation's program strategies and issue areas.
- Interest in de-colonization, anti-racism, diversity, equity, inclusion, and accessibility, and implementation of these values and practices in grant making and other organizational activities.
- Commitment to learn and understand diverse perspectives.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills, including teamwork, and collaboration.
- Ability to work independently and collaboratively as part of a team to achieve goals.
- Must be an independent self-starter with a high level of professional maturity, judgement, curiosity, and confidence.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Proficient in the use of Microsoft Office software; willingness to learn new programs.
- Strong technology skills and ability to apply the same to manage one's own work and contribute to smooth functioning of institutional processes and procedures; this includes use of programs such as Foundant, Asana, Microsoft Office programs, and other platforms.

PREFERRED QUALIFICATIONS

- 2-3 years of progressively responsible experience in non-profit development.
- Ability to travel, domestically and internationally, as needed (up to 10% of time, pending COVID-19 travel restrictions).
- Able to work a flexible schedule that occasionally may involve work on weekends.

Location

Position is 100% remote. Location is flexible, ideally based in US, Mexico, or Central America.



Compensation and benefits

This is a full-time, non-exempt position. Salary commensurate with experience. Competitive benefits package offered.

How to apply

Submit a resume and cover letter in English to jobs@seaif.org by **February 23, 2022**. Include your full name and the title of this position in the subject line of your email (i.e., "Jane Doe – Development Assistant").

Applications will be reviewed on a rolling basis. Candidates whose applications do not complete the aforementioned requirements will not be considered.

As an equal opportunity employer, SIF is committed to a diverse, multi-cultural work environment. SIF does not discriminate in employment on the basis of age, race, creed, gender, gender identity, religion, marital status, veteran's status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.