



## JOB DESCRIPTION

### Grants & Foundation Relation Manager

**Position type:** Full time permanent

**Employer:** Fonkoze USA, Inc.

**Location:** Washington DC (preferred); Remote (possible)

#### Organizational Summary:

Fonkoze is Haiti's largest microfinance institution serving more than 200,000 savings clients and 60,000 borrowers. Since 1994, Fonkoze has brought financial opportunity to Haiti's rural poor, primarily women, as they lift themselves and their families out of poverty. Fonkoze accompanies the women in their journey by providing mentoring, literacy and business skills, and health-related services.

Fonkoze USA was established in 1997 as a 501(c)3 non-profit corporation. Based in Washington, DC, Fonkoze USA raises funds, donated and borrowed, and facilitates technical assistance for our partner organizations located in Haiti, particularly Fondasyon Kole Zepòl (the Fonkoze Foundation) and Sèvis Finansye Fonkoze (Fonkoze Financial Services).

#### Position Summary

This full-time position reports directly to the Executive Director of Fonkoze USA. He/She is a vital member of the development team responsible for meeting budget goals for funding by writing proposals to secure private and public funding from national, international, and government-related sources, managing those relationships, reporting on outcomes, and diligently researching new funding opportunities. This position requires strong writing, data analysis, program budgeting, project management skills, emphasizing grant compliance and outcome measurement.

Occasional travel to Haiti and other locations within the United States is required.

#### Responsibilities

- Develop a comprehensive strategy for conducting prospect research and soliciting foundations and granting agencies for the benefit of Fonkoze.
- Manage the identification, research, cultivation, solicitation, recognition, and stewardship of grant funders.
- Draft and edit letters of intent, grant proposals, online submissions, acknowledgments, reports, and necessary supporting documents for complex proposals to current and prospective funders.
- Work closely with the Fonkoze Family leadership and program staff to effectively communicate the organization's mission and programs to funders.
- Manage existing grants by tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program meets proposal conditions and expectations.
- Solicit, steward, monitor, and manage grants and foundation revenue goals.
- Develop and maintain a grant calendar for all funding requests.

- Maintain up-to-date records and paper files (as needed) in Raiser's Edge as well as on the organization's shared drive.
- Prepare written and statistical reports for various audiences.

### Qualifications

- Bachelor's degree and a minimum of five years' work experience within a nonprofit setting, in the area of grants management, grant-writing, foundation relations, and fundraising.
- Demonstrated analytical and persuasive writing skills experience and superior editing skills, including conveying complex information clearly to a diverse audience.
- Superior written communications and editing skills; strong public speaking capacity; knowledge of the fund-raising process and the concepts of donor relations and communications.
- Proven track record with successful proposals to private foundations, corporate foundations, and government entities.
- Expected to utilize MS Office Suite and other programs with high proficiency. Knowledge of Raiser's Edge is preferred.
- Fluency in Haitian Creole and/or French preferred

### Characteristics

- High achievement-oriented as well as creative and motivated.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow-through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Must possess excellent organizational and detail management skills. Must be a good team player and have a strong customer service orientation.
- Ability to work under pressure and respond to deadlines without sacrificing quality.
- Ability to thrive in an entrepreneurial, team-oriented, and mission driven environment.
- Demonstrated interest in the mission, vision and values of Fonkoze.

This position is based in Washington, DC, although a remote location may be considered. National and international travel and some evening and weekend work is required. Fonkoze USA offers a comprehensive and competitive benefits package and salary is commensurate with experience.

### How to Apply

Qualified applicants are invited to email a cover letter, resume, and salary requirements to [mvaldivia@fonkoze.org](mailto:mvaldivia@fonkoze.org) with Grants Manager as the subject line. Submissions without all three elements will not be considered. Please, no phone calls; only shortlisted candidates will be contacted.

Fonkoze USA is proud to be an equal opportunity employer and strongly encourages all qualified individuals to apply. We do not discriminate on the basis of race, color, religion, creed, sex, pregnancy, gender identity, sexual orientation, national origin, political affiliation, age, disability status, marital status, parental status, military service, veteran status, or any other personal characteristic protected in the District of Columbia.