



## **JOB DESCRIPTION**

### **Fundraising & Program Operations Associate**

Position type: Full time permanent

Employer: Fonkoze USA, Inc.

Location: Nationwide (remote), Washington DC (preferred)

#### **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).

#### **JOB DESCRIPTION:**

Reporting to the Deputy Director, the Fundraising & Program Operations Associate provides operational and administrative support for Fonkoze USA's fundraising and communication teams - helping to facilitate collaboration across the organization. The role operates at the intersection between fundraising, programs, communications, and finance. The Associate will need to have strong communications and organizational skills; be capable of transitioning between projects and managing multiple projects at any given time. The role will also help identify process improvement opportunities within the organization to strengthen Fonkoze USA's ability to collaborate more efficiently, including streamlining the way programmatic data and other content is retrieved, distributed, and housed.

#### **Essential Duties and Functions:**

- Support the implementation of enhanced processes for internal coordination on fundraising opportunities and program activities.
- Actively participate in weekly team meetings through notetaking, synthesizing notes, and reviewing them with manager.
- Support process for collecting and distributing programmatic data and other content for use by the communications and fundraising teams, serving as the primary point of contact in this regard.
- Develop and maintain a working knowledge of metrics, strategies, best practices, and impact stories related to Fonkoze's programmatic activities.
- Partner with colleagues to support Fonkoze's work to be a diverse and inclusive organization, helping to ensure those values are embedded in the organization.
- Other duties as assigned.

## **Qualifications**

- Bachelor's Degree preferred, but not required, and 1-2 years of experience in a nonprofit setting; experience with programs and fundraising preferred.
- Outstanding interpersonal and relationship management skills, including the ability to identify and work through challenges, underscored by strong judgment and emotional intelligence.
- Strong analytical, time management, and organizational skills required.
- Demonstrated ability to manage multiple priorities and maintain focus and detail orientation in a fluid environment.
- Adept at coordinating and prioritizing individual workload and maintaining focus and communication with colleagues in a remote environment.
- Proven ability to excel while working independently and in a team environment (virtual and in-person).
- Strong skills in MS Office suite.
- Demonstrated interest in the mission 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.

## **HOW TO APPLY**

Qualified applicants are invited to email a cover letter, resume, and salary requirements to [stoddgreen@fonkoze.org](mailto:stoddgreen@fonkoze.org) with Fundraising & Program Operations Associate 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.