

DEVELOPMENT OFFICER

Global Humanitaria is a non-profit aid organization headquartered in Barcelona, Spain, with programs in nine countries around the world focusing on community development, women's empowerment and child protection. We are seeking a Development Officer to spearhead U.S. fundraising efforts to support our global programs. This individual will report to and communicate regularly with the headquarters in Spain, and will also work with program directors and staff in various countries in Latin American and Asia in developing proposals.

Responsibilities:

- Develop and implement an annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Develop and maintain ongoing relationships with major donors
- Develop, write and track proposals and reports for all institutional fundraising
- Manage data entry and record keeping for individual donations
- Work with Communications Officer to maximize fundraising impact of social media

Qualifications:

- 3-5 years' experience in development
- Knowledge of New York and U.S. fundraising landscape for humanitarian aid organizations
- Excellent organizational, managerial and communications skills
- Fluency in conversational Spanish a plus

To Apply:

Please send cover letter and resume to info@globalhumanitariausa.org

We will only respond to short listed candidates. This is a full time position with a start date in January 2013. Salary offered is \$50,000 annually and we will provide 50% of medical insurance.