



International Crisis Group
Development Officer
Government & Foundation Relations, North America
New York, NY

Recognized as the world’s leading independent, non-partisan source of information, analysis and policy advice on the prevention and resolution of deadly conflict, International Crisis Group (Crisis Group) seeks a creative and thoughtful Development Officer to help drive growth by identifying new institutional partners and deepening relationships with existing foundation donors, particularly in North America.

Headquartered in Brussels, with additional Advocacy Offices in New York, Washington, D.C., and London, Crisis Group is host to around 110 staff members worldwide. Crisis Group’s expert analysts are based around the world conducting in-depth, on-the-ground research from the Middle East and Asia to Latin America and Africa. Crisis Group is currently monitoring 70 conflicts and potential conflict situations and is a prolific publisher of seminal reports and briefings as well as a monthly CrisisWatch bulletin. Using this rigorous and actionable reporting, Crisis Group’s senior staff and Board of Trustees, who are highly experienced in government and international affairs, engage with decision-makers with the aim of influencing policy in pursuit of peace.

Newly appointed CEO Robert Malley recognizes this as an era of “new wars and atrocities, the erosion of multilateralism, escalating geopolitical rivalries and crises in a number of established democracies,” and is leading Crisis Group to address this new landscape by becoming demonstrably effective in conflict resolution and more active and visible in global debates through stronger advocacy and strategic communications, and cross-thematic emphasis on policy and discussion.

Reporting to the Head of Government & Foundation Relations, North America, the Development Officer will support the implementation of strategies to secure financial support from a portfolio of private foundation sources with special focus on North American based funders. An emphasis will be placed on securing new funding sources that not only enable Crisis Group to inform conflict prevention, management and resolution efforts through independent research and analysis and actionable policy prescriptions, but also shape the international debate regarding what it means to prevent, respond to and resolve deadly conflict in the 21st century – a new politics of peace.

The ideal candidate will have excellent organizational and interpersonal skills and will take a thoughtful and discerning approach to donor relations. Impeccable verbal and exceptional written communication skills are required with the interest and competence to interact with a diverse constituency of extremely



accomplished individuals from a multitude of professional experiences, cultural backgrounds, academic fields and countries. The candidate will bring an intellectual curiosity that informs their work in prospect research and donor engagement, and the ability to see the big picture as they define how to build new networks and relationships.

With a passion for international relations, the successful candidate will be self-directed, results-driven, and is expected to have a Bachelor's Degree or an advanced degree with 3-5 years' experience in institutional resource development or a related field.

Learn more about Crisis Group and its efforts in helping to resolve some of the most intractable conflicts of our time at www.crisisgroup.org.

Primary Responsibilities of the Development Officer

- Under the guidance and supervision of the Head of Government & Foundation Relations, North America, support the stewardship of a portfolio of foundation donors while assisting in the identification and qualification of new donors to meet fundraising goals;
- Under the supervision of the Head of Government & Foundation Relations, North America, write letters of inquiry, proposals, budgets, reports, project updates, and other related materials needed to deepen prospect and donor engagement, secure grants, and steward relationships. Draft and manage timely and personalized thank you letters recognizing donor grants;
- Work with ICG's finance and program staff to ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, including tracking payments, reviewing or producing relevant reports and maintaining appropriate communication with donors concerning grant administration;
- Provide on-going assistance to programs for grant administration and organizational policies;
- Support the Government & Foundation Relations Team's efforts in engaging supporters in Crisis Group's activities around the world through Crisis Group's New York and Washington -based events as well as field staff visits throughout the year;
- Assist in the coordination and creation of detailed briefing documents and, when relevant, attend advocacy visits with Crisis Group program staff with foundation donors;
- Keep abreast of any domestic or international policy changes that may impact donor constituencies and monitor any forthcoming changes that could affect Crisis Groups' funding priorities.

Attributes of the Ideal Candidate

- A Bachelor's Degree or an advanced degree with 3-5 years' experience with donor portfolio management including grant writing, administration and compliance, and budget management;
- Familiarity with US foundation funding landscapes;
- Impeccable writing skills with the proven ability to successfully conceptualize, write and edit proposals and reports. Must be able to communicate nuanced programmatic details and contexts;
- Evidence of strong interpersonal skills and the inclination to work effectively and collaboratively with diverse constituencies;



- A commitment to working in an environment with shared goals; possessing sound judgment, integrity, willingness to try new approaches, and a high level of energy, enthusiasm, and dedication to the mission and objectives of the organization;
- Must be self-motivated and possess a strong work ethic, flexible style, and able to work independently as well as a team player to meet ambitious team goals;
- Attention to detail a must;
- Excellent time-management skills and the ability to prioritize and complete work under pressure are required;
- Knowledge of Microsoft Office Suite required and knowledge of Raiser's Edge or other relational database desirable as is the ability to streamline the data capture process.

How to Apply

International Crisis Group has retained Talent Citizen to assist in this recruitment. Vice President Adele Mezher is leading this search. Please submit your resume and a cover letter outlining your interest, the reasons why you are best suited for the position and would be a great addition to the Development team, and where you learned of the position. Applications should be sent to: icg-do@talentcitizen.com.