



# INTEGRATE HEALTH

## Development Program Officer Job Description

Location: Remote

### The Role

Are you a grant writer with French language ability and an interest in health equity? Do you enjoy balancing multiple deadlines, storytelling, and creativity? If so, you might be our Development Program Officer. Integrate Health seeks a capable new team member to play a critical role in mobilizing the resources necessary to achieve our mission. Reporting to the Chief Partnership Officer and working closely with the Senior Development Manager, you will have the opportunity to help a collaborative team raise a growing \$8-10M annual budget. Your growth mindset, high level of attention to detail, and clear writing skills will be essential in enabling Integrate Health to expand access to high-quality healthcare.

Compensation is competitive and will be determined based on a combination of factors, including level of experience and the cost-of-living in the city you work from. For example, the annual salary for this position in New York City will be between \$55,000 and \$70,000.

### About Integrate Health

Integrate Health (IH) is a rapidly growing global health organization working to serve remote communities in West Africa and New York. We believe that access to healthcare is a human right, and we are committed to making this a reality in the countries in which we work. Integrate Health works alongside governments and the local community to implement and study an integrated approach to strengthening primary healthcare delivery in order to achieve universal health coverage. By integrating professional Community Health Workers with improved care in public clinics, this approach creates a patient-centered health system that is accountable to the community and dramatically reduces mortality in severely resource-limited settings. For more information on Integrate Health, please visit [www.integratehealth.org](http://www.integratehealth.org).

Integrate Health offers a generous benefits package including:

- Aetna health, vision, and dental insurance.
- 401k retirement plan with employer match up to 3%.
- Minimum 20 vacation days/year plus office closed between Christmas and New Year's Day.
- 10 days of sick leave.
- 12 weeks of fully paid parental leave (pertains to birth or adoption) after first 12 months employment.
- 16 hours of paid leave each year to participate in volunteer programs.
- Other benefits offered: Travel insurance, shared office space, need-based salary advances, flexible hours, professional development opportunities.

## **Your Contribution**

We are seeking a Development Program Officer who will be a key member of our Development team. They will work with staff across Integrate Health to draft grant proposals and reports, develop content for fundraising and communications requests, as well as conduct prospect research and assist with other projects as needed.

### **1. Portfolio Management (60%)**

Closely collaborate with the Senior Development Manager to foster existing relationships with funding partners. This includes:

- a) Take the lead on cultivating close, professional, and respectful relationships with a portfolio of existing funders (to be identified with Senior Development Manager)
- b) Develop compelling and accurate grant reports, updates, and other collateral for existing funders
- c) Liaise with team members across Togo and US to obtain necessary quantitative and qualitative data necessary for all grant reporting
- d) Draft persuasive renewal proposals for existing funders
- e) Support Senior Development Manager, Chief Partnership Officer, and CEO to cultivate relationships that they run point on (draft materials, prepare presentations, etc.)
- f) Draft visit agendas and talking points for funder meetings

### **2. Business Development (20%)**

Support Chief Partnership Officer, Senior Development Manager, and other teammates in identifying, vetting, and forging new funding relationships. This includes:

- a) Perform detailed prospecting and vetting of potential new funding opportunities
- b) Draft Proposals, Concept Notes, and Letters of Inquiry for new funding opportunities

### **3. Communications (10%)**

Contribute to clear, concise, and consistent external communications across platforms. This includes:

- a) Maintain a grants dictionary of approved language for external use
- b) Contribute to donor communications including quarterly reports, monthly emails, annual reports, and one-pagers
- c) Copy-edit and proofread collateral
- d) Participate in the preparation of quarterly funder calls and other live funder engagements

### **4. Development Operations (10%)**

Consistently contribute to upkeep of Development and Communications Team's operating systems to ensure effective data management and workflow. This includes:

- a) Accurately maintain Salesforce records for grant tracking, updating records, and managing grant timelines
- b) Develop reports based on donation data as needed for staff, partners, and the board
- c) Contribute to upkeep of data and documents in SharePoint, including Prospecting Pipeline, funder worksheets, and Cashflow
- d) Utilize Trello to collaborate on team projects and transparently manage individual work

## **What Are We Looking For?**

- Some French ability required; if not proficient a demonstrated willingness to improve French skills

- People who can bring new perspectives to the organization (recruiting for culture add rather than culture fit)
- Bachelor's degree or equivalent experience
- Minimum 2 years of grant writing, development, or nonprofit experience
- Excellent writing skills
- Demonstrated oral and written communication skills
- A deep commitment to anti-racist, anti-sexist, anti-neocolonial ideals

The ideal candidate is a strong communicator, self-directed, and professional. They are a team player who loves to collaborate with a passionate and growing team. The Development Program Officer may have varied skills or interests not captured within this job description: we want to cultivate your skills to complement our team of self-starters.

#### **What will get us excited?**

- 3 to 5 years of experience
- Experience using and managing Salesforce
- Competence using MailChimp, and website management
- Knowledge of or experience in global health

#### **Success Profile**

IH values include efficacy, empowerment, commitment, transparency, and respect. IH expects that the Development Program Officer will model and embody these values and will have the following characteristics:

- Diplomatic and humble learner with the ability to listen
- Growth mindset and lifelong learner attitude
- Excellent interpersonal and communication skills (written and spoken), with demonstrated ability to earn respect of colleagues and partners from diverse backgrounds
- Experience in development or communications at a not-for-profit organization preferred
- Must be extremely detailed oriented, organized, and efficient
- Must be committed to social justice and to the fundamental rights of all humans

#### **To Apply**

Please submit a resume and responses to the three questions below to [info@integratehealth.org](mailto:info@integratehealth.org) with Development Program Officer in the subject line.

1. Why are you interested in this position?
2. What is one reason you think you'd be a good fit for this position?
3. What is one strength you would bring to this position?

Please keep total question responses to a maximum of one page. The application deadline is rolling. Interested applicants are strongly encouraged to apply as soon as possible.

#### **Our Values**

Integrate Health is committed to being an anti-racist, anti-sexist, anti-neocolonial, and pro-equity organization. We acknowledge that this is an ongoing process and that we will always have more work to do to identify, unpack and interrupt the ways dominance shows up in our organization and our sector. You can read more [here](#) about the work we have undertaken to date. Integrate Health was

founded as a response to what we perceived as failures in the aid community to do what was right. Integrate Health undertakes the hard work of engaging communities and tackling hard and structural challenges in healthcare, all in a way that is led by local leaders.

We place a high value on diversity and the benefits that come from having employees with a wide variety of backgrounds and experiences. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Applicants of color and women are strongly encouraged to apply.

### **Hiring Process**

The hiring process will include the following steps:

1. Review submitted applications
2. Conduct 20-minute screening interviews for shortlisted candidates
3. Request that shortlisted candidates submit a practical assessment (designed to take no more than two hours to complete)
4. Conduct skills-based interviews for 3-5 candidates
5. Request references
6. Conduct final interview if necessary
7. Make offer

Only shortlisted applicants will be contacted, but candidates who proceed to step 2 will be notified if they are not chosen for step 3.