Development Associate

Job Description

Department	Development and Communications
Reporting to	Development Director
Location	United States- Remote
Job Level	BG-6

The Role

Do you have French language ability and an interest in international development and health equity? Do you have a passion for organizing information, knowledge management and fundraising? If so, you might be our Development Associate. 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 Development Director and working closely with the Senior Development Program Officer, you will have the opportunity to help a collaborative team raise a growing $10-17M 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.

Integrate Health offers a competitive compensation package and a generous benefits package aligned to applicable law. The compensation range for this position will be between $51,000 and $76,000.

Your Contribution

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

1. **Development Operations (60%)**

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

- Accurately maintain Salesforce records for grant tracking, updating records, and managing grant timelines.
- Develop reports based on donation data as needed for staff, partners, and the Integrate Health board.
- Contribute to upkeep of data and documents in SharePoint, including Prospecting Pipeline, funder worksheets, and Cashflow.
- Work with finance team to track received disbursement in a Grants Disbursement Tracker, send receipts of funds to donors.
- Manage the grants team email inbox.
- Utilize Trello to collaborate on team projects and transparently manage individual work.

2. **Portfolio Management (20%)**

Closely collaborate with the Development Director and Senior Development Program Officer to foster existing relationships with funding partners. This includes:

- Support in drafting sections of reports for existing and new funders as needed.
- Liaise with team members across Togo and Guinea to obtain necessary quantitative and qualitative data necessary for all grant reporting.
- Support the development team, Chief Partnership Officer, and CEO to cultivate and manage relationships (Draft visit agendas and talking points for funder meetings, prepare presentations, etc.).

3. **New Business Development (20%)**

Support the Development Director and Senior Development Program Officer in identifying, vetting, and forging new funding relationships. This includes:

- Perform detailed prospecting research and vetting of potential new funding opportunities.
- Contribute content to proposals, concept notes, and letters of inquiry for new funding opportunities.

- Work with the Senior Development Program Officer to maintain a stock language folder of approved language for external use.

What are we looking for?
- Individuals with strong organizational skills and attention to detail.
- Prior success in an administrative position or comparable position.
- Excellent oral and written communication skills.
- Excellent interpersonal and cross-cultural communication skills.
- Self-directed and goal oriented.
- Proficiency with Microsoft Office Suite and CRM database entry. Salesforce experience a plus.

Additional Qualifications
- Experience managing fundraising administrative functions for an international or multicultural organization.
- Experience working with a non-profit/international NGO preferred.
- Ability to travel to Togo and Guinea, as well as execute other domestic and international travel (up to 20% total).

Education
Bachelor's degree in a related field or equivalent experience

Languages
Fluency in French (B2 level) and English required.

Commitment to Diversity, Equity, and Inclusion

At Integrate Health, 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 West African origin, especially women, are strongly encouraged to apply.

To learn more, please visit the diversity, equity, and inclusion page on our website: https://integratehealth.org/diversity-equity-and-inclusion/

To Apply
Please submit a resume and responses to the three questions below in **no more than one page** to info@integratehealth.org with Development Associate 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.

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 a final interview if necessary.
7. Make an 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.

About Integrate Health

Integrate Health (IH) is a rapidly growing global health organization working to serve rural and remote communities in Togo, and in Guinea, West Africa. We believe that access to healthcare is a human right, and we are committed to making this a reality by partnering with governments and local communities to make quality primary healthcare accessible to all. We 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.