

Job opportunity

Employer: Eastern Caribbean Alliance for Diversity and Equality Inc. (ECADE)

Position: Development Officer

Location: Saint Lucia (travel required)

Position type: Full time

Application deadline: December 15, 2019 (end of business day EST)

Position Summary

The Development Officer will be responsible for the cultivation, solicitation, and stewardship of current and prospective donors, identifying new sources of support, and planning and implementing special fundraising events as well as provide direct assistance to ECADE membership in these areas.

This position will report directly to the Executive Director and work with other team members at ECADE's Secretariat in Saint Lucia and membership in the eastern Caribbean.

ECADE is looking for someone with excellent research, written and oral communication skills, as well as a highly organised person. Discretion, integrity and professional conduct must be upheld at all times.

The role requires the ability to work independently with minimal direction and minimal administrative support, and an ability to work well and collaboratively with others. The ability to work flexibly and handle multiple tasks is essential as is attention to detail. Working knowledge of office productivity software, such as Mac Pages/MS Office/Google Docs, is required.

Specific areas of responsibility include:

- Development of an annual fundraising plan
- Donor research and management to identify and secure new grant supporters with an affinity for ECADE's mission
- Preparation of funding proposals
- Stewardship of current and future donors
- Organise development related meetings on behalf of ECADE's Executive Director with funders, key stakeholders, membership and Board
- Create and manage donor management database system and reporting process
- Work closely with ECADE's secretariat team and Board members to implement ongoing and new development strategies
- Keep current on issues of importance to ECADE by literature review, contact with social and professional communities, and participating in relevant conferences

Communications

- Assist in developing and implementing an annual communications plan that supports the annual fundraising plan
- Aid with management of regular communications with ECADE's diverse mix of donors
- Other duties as assigned

Qualifications and competencies

- Passion and commitment to ECADE's mission
- Commitment to the principles and practice of human rights
- Knowledge of nonprofit development
- Excellent communication, analytical and organisation skills
- Self-motivation
- Sound knowledge and experience with technology systems, databases

- Bachelor's degree and two years of experience related to the area of assignment; or equivalent combination of training and experience
- Able to travel regionally and internationally

Application guidelines

Submit the following documents to jobs@eequality.org with the subject "Development Officer"

1. A cover letter inc including salary requirements and available start date
2. Curriculum Vitae outlining relevant experience
3. Two letters of reference

NB: Only shortlisted candidates will be contacted

ECADE is an Equal Opportunity Employer

ECADE prohibits discrimination in employment, educational programs, and activities on the basis of race, colour, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. ECADE also affirms its commitment to providing equal opportunities and equal access to ECADE facilities.

About The Eastern Caribbean Alliance:

ECADE is an independent umbrella organisation, currently with 22 members from the small island territories in the eastern Caribbean from the Virgin Islands to Grenada.

ECADE's mandate is to strengthen institutional capacity to respond to LGBTQI policy concerns through knowledge mobilisation, improve governance structures, increasing sensitisation and education by filling an important gap of targeting rights education on LGBTQI concerns generally and within the legal framework of the EC, increase access to funding and funding to membership, increase visibility on the intersectional approach to our advocacy, and reinforce local organisations including human capacity.

Mission: To strengthen regional capacity for the defence and full recognition of human rights through intersectional collaboration, training, network expansion, development of grassroots HRDs and organisations and sensitisation of policy makers, legislators, government and service providers.

Vision: An empowered eastern Caribbean that promotes a culture of human rights, equality, justice and respect for all people.