



## Development Coordinator

The [Institute for Justice & Democracy in Haiti](http://www.ijdh.org) (IJDH) is seeking a dynamic and creative Development Coordinator to lead efforts to raise the resources that IJDH and its sister organization, the *Bureau des Avocats Internationaux* (BAI), need to support Haitians fighting for their democracy and human rights.

Haitians are fighting back against both their current corrupt, repressive government and two centuries of racist interference by powerful countries abroad that has hobbled Haiti since it won independence in 1804. Since 1995, the Haiti-based BAI has supported this struggle through its own advocacy and by providing activists with strategic advice, a safe space for press conferences and meetings and legal representation if they are arrested. Since 2004, IJDH has brought Haitians' fight to the US and other powerful countries abroad where too many decisions about Haitians' rights are made. The Institute coordinates advocacy coalitions, engages with members of Congress, pursues cases in domestic and international courts, documents repression and advocacy with the general public.

### Position Description:

The Development Coordinator will help the BAI and IJDH rise to the challenges posed by Haiti's crises by coordinating and increasing the organizations' fundraising efforts. The Coordinator will report to and work closely with IJDH's Executive Director. Pursuant to our collaborative culture, the Coordinator will support and be supported by all staff and volunteers.

### Responsibilities:

- Coordinate institutional fundraising, including prospecting, grant writing and reporting;
- Lead mass donor outreach by coordinating an end-of-year campaign and occasional email initiatives, as well as social media fundraising and acknowledgments;
- Manage and increase relationships with major donors;
- Maintain donor database;
- Collaborate on development-related communications;
- Develop and implement a Fundraising Plan, that includes upgraded systems for major and institutional donor prospecting, and outreach to individual donors;
- Occasional travel in the US as needed, and to Haiti as conditions permit;
- Help shape organizational priorities; as with everyone else on the IJDH team, pitch in wherever needed to advance human rights in Haiti.

### Qualifications:

- A deep commitment to supporting social justice struggles, especially Haiti's struggle;
- 2-5 years fundraising experience or equivalent. Salary range is \$50-70K, commensurate with experience;
- Ability to compellingly tell BAI/IJDH's story and explain our unique role in Haiti's struggle for justice;

- Strong initiative, self-motivation, problem-solving skills, creativity and resourcefulness;
- Strong organizational skills and attention to detail;
- Superb written and oral communication skills in English;
- Proficiency or background in spoken Haitian Kreyol and knowledge of Haitian culture is helpful;
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment;
- Ability to work both collaboratively and independently;
- Ability to maintain confidentiality and demonstrate cross-cultural sensitivity;
- Bachelor's degree and authorization to work in the U.S. required; and
- Availability for occasional (not regular) evening or weekend work preferred.

**Additional Details:**

If you think you can effectively lead our fundraising but may fall short on some listed qualifications, make your pitch to us! This is a full-time 40 hour/week position with health care benefits and four weeks' annual paid vacation, in addition to holidays and sick days. The Coordinator will initially supervise interns but not staff. But we see this as a role that will grow with success, and the Coordinator will build and supervise a team as needs and funding permit. The position offers an opportunity to contribute to a highly effective, compassionate, and supportive team doing cutting edge human rights and advocacy work. The position can be fully remote or partially in-person in Boston, MA.

**How to Apply:**

Please submit a resume with a cover letter to [hiring@ijdh.org](mailto:hiring@ijdh.org), with "Development Coordinator" in the subject line.

**Timeline:**

We will consider applications on a rolling basis as they arrive. Our goal is to have the new Coordinator begin in November.

*IJDH is an equal opportunity employer committed to anti-racism and anti-imperialism.*