



Senior Development Officer

Today, 2.5 billion people around the world live with poor vision unnecessarily because they lack access to the eyeglasses they need to correct their vision and, as a result, experience profound inequalities in terms of their health, well-being, and economic opportunities. EYElliance is the systems-level change agent solving the glasses gap. As a coalition of multi-sector experts—including public, private, academic, and NGO partners—EYElliance functions as a leader, convener, and coordinator to channel collective efforts and bring clarity and clear action to address the global unmet need for eyeglasses. EYElliance accelerates impact by facilitating cross-sector collaboration—bringing the public, private, and social sectors together into the solution.

Now in our second year, EYElliance is hiring our first dedicated Development staff to work in our NYC/Union Square office. The Senior Development Officer will serve as the engine of our fundraising operations, as we grow to a \$1.13M budget by 2018, allowing the Co-Founders to focus on strategy and execution. We're looking for an experienced development professional who:

- Is an exceptional writer who understands—and ideally has worked at—the intersection of social enterprise, INGOs, and foundations.
- Can create compelling proposals and documents that both speak to both GOS and restricted funders' priorities and stay true to an organization's theory of change.
- Loves the challenge of balancing multiple metrics across disparate funders, while maintaining the integrity of an overall approach.
- Is creative, curious, and flexible, able to find multiple, potentially non-linear routes to the finish line.
- Flourishes working in a small organization.

Most importantly, the right candidate is looking for the opportunity to: amplify the founders' vision through elegant and powerful writing; drive significant revenue growth, meeting and exceeding revenue targets; work independently and collaborate strategically; roll with the needs and energy of a small, fast-moving start-up; and delight in contributing to an organization with the potential to move the needle globally on access to glasses—leading to significant socio-economic gains. This is not the right fit if you are looking for a traditional NGO development experience.

Core Responsibilities

Primarily responsible for all written materials, high quality and on time:

Proposals and reports, including budget development and monitoring

Brief documents, including 1&2-3 pagers, LOIs, and follow up letters to potential supporters

All organizational collateral, including creating, maintaining, and customizing as needed

Manage the grants calendar, ensuring timely submissions of proposals and reports.

As with any start-up, additional responsibilities will emerge with organizational growth.

Skills & Experience

Fast, engaging writer who is able to write for different audiences, can take broad direction and produce a document that takes a new approach

Experience developing proposals and budgets for both restricted and unrestricted funding sources

Experience tracking and reporting on multiple metric requirements and restricted funding

Ability to use time strategically and efficiently, maximizing slower times

Maturity and flexibility to roll with the unpredictable rhythm of startups

Outstanding judgment about when to proceed independently and when to ask for direction

Ability to work independently most of the time, with the flexibility to switch gears quickly to a more closely engaged approach as needed.

An interest in how disparate fields connect (e.g. education, road safety, adult literacy, public health)

Experience working in a small office (2-4 people) and/or independent consulting

5+ years writing experience in a related field, approach, or organization

Compensation: \$70-80,000 commensurate with experience. Excellent benefits including health/dental/vision.

Preferred start date: October 1

Please send a thoughtful cover letter, resume, and 1-2 relevant writing samples (no more than 5 pages total) to jobs@eyelliance.org. Applications will be considered on a rolling basis. No phone calls, no recruiters.

EYElliance is a project of Tides Center, an "at-will" and equal opportunity employer.

Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application."

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.