



Development Officer

Synergía - Initiatives for Human Rights is a human rights nongovernmental organization. While the organization has been established in 2017, its team of human rights defenders based in the US, Latin America, Africa and Europe has been leading in the field for almost two decades. Its board is composed of human rights experts and skilled professionals who have been leaders internationally for decades. Synergía seeks to protect and promote the human rights of all people – particularly those whose rights are most systematically and egregiously violated, with a range of programs that address violations that are motivated by one’s sexual orientation, gender identity, and/or gender expression (SOGIE). Synergía partners with local lesbian, gay, bisexual, transgender, and intersex (LGBTI) civil society organizations (CSOs) and human rights defenders (HRDs) to advocate for LGBTI persons’ human rights across Latin America and the Caribbean, West and Central Africa, and the Middle East and Northern Africa. Synergía blends capacity strengthening and grassroots re-granting in three interrelated and interdependent thematic areas of work: movement building, security and protections, and rights and advocacy.

Synergía is seeking a motivated and skilled **Development Officer**. Reporting to the Director of Programs, the Development Officer is primarily responsible for cultivating and maintaining strong, diversified funding streams for Synergía’s work. This includes both maintaining existing funding relationships and identifying and engaging donors not currently supporting Synergía’s work – through the drafting and submission of funding applications and donor reports. With a global team and an extensive network of partners, the Development Officer will be expected lead these efforts in close collaboration with programmatic staff and with external partner organizations, networks, and consortia of which Synergía is a part. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

Essential Duties and Responsibilities:

The Development Officer:

- Regularly monitors funding opportunities to identify those which match Synergía’s mission, programs and strategy.
- Consults with Synergía’s leadership and program teams to conduct go/no-go assessments for identified funding opportunities.
- Facilitates initial ideation for selected funding opportunities across members of Synergía leadership team, program team, finance team, and external partners.
- Leads the drafting process of funding applications, including proposal narratives, budgets, logical frameworks, monitoring and evaluation plans, timelines, and other supplemental documents, as necessary.
- Manages the submission of all completed funding applications through relevant platforms.
- Leads the drafting of donor reports – including report narratives and relevant annexures – in collaboration with the Synergía finance team.
- Maintains clear and accurate written and electronic records of proposals, reports, donor communications through relevant platforms and Synergía’s shared drives.
- Other duties related to the furtherance of Synergía’s objectives, as assigned.

Qualifications:

A successful candidate must have:

- A Bachelors' Degree, foreign equivalent, or equivalent combination of education and experience.
- At least three years' experience in roles with a strong focus on proposal writing; additional experience in program design and program development.
- Demonstrated commitment or experience to human rights, women's rights, sexual rights, and LGBTI rights.
- Very strong English writing and editing ability; proficiency in other Synergía working languages (i.e., French, Spanish or Portuguese) is preferred.
- Excellent organizational, analytical, and math skills.
- Ability to work remotely with little on-site support.
- Be detail-oriented and have the ability to multi-task.
- Excellent knowledge of the Microsoft 365 suite of programs.
- Ability to work in multicultural environment.
- Ability to travel internationally, preferred.

Compensation: the salary will be commensurate with experience. Synergía – Initiatives for Human Rights offers its employees excellent benefits including health insurance, life insurance, short-term and long-term disability insurance, a retirement plan, and generous allocations of vacation, sick leave, and holidays. Benefits may vary depending on the location of the candidate.

Location: remote.

To apply: email a cover letter, together with a resume, and two references to contact@synergiaihhr.org by February 28, 2023. Indicate in the subject line "Development Officer." **Only candidates selected for an interview will be contacted.**

Synergía – Initiatives for Human Rights is an equal opportunity employer. Synergía makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, gender expression, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of family and medical leave, military and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV status.