

**BRA HAITI
BRA DOMINICAN REPUBLIC
BRA PERU**



*Member of Clinton Global Initiative 11'
Member of Global Health Council
Registered PVO with US AID
Associated with NGO/DPI of United Nations
Member of Major League Baseball-Dominican Development Alliance*

*Toward human productivity and dignity. Hacia la productividad y la dignidad humana.
Vers la productivité et la dignité humaine.*

Ulrick Gaillard, J.D.
Chief Executive Officer

ABOUT BATEY RELIEF ALLIANCE, INC.

The Batey Relief Alliance (BRA) was established in 1997 as a US 501(c)(3) tax-exempt, Non-Governmental Organization, with a mission of addressing socioeconomic and health needs of families in the Caribbean and Latin America, particularly those with children severely affected by poverty, disease and hunger in Haiti, Dominican Republic and Peru. BRA focuses primarily on improving the health, food security and economic conditions of poor rural populations through direct services and education.

POSITION DETAILS

Job Title: Major & Planned Gift Officer
Position: Full time
Salary: \$50,000-\$60,000
Location: New York City
Focus: International
Report: CEO & Board Fundraising Committee Chair

BRA seeks to hire a Major & Planned Gift Officer who will identify, engage, cultivate, solicit, and steward current and prospective donors, in expanding their financial support of the work of the BRA at the \$10,000+ level. He/she is responsible for meeting an annual revenue target by designing and working with a portfolio of donors and prospects to advance BRA's mission and assist donors in creating meaning in their lives through giving to BRA.

Qualified candidate will secure development grants for sustaining BRA's programs/projects in health, child and maternal health, HIV/AIDS treatment and prevention, food security and agricultural cooperative, water/sanitations, education, disaster relief and community economic development (women empowerment and microcredit) in Haiti, Peru and Dominican Republic.

CORE FUNCTIONS OF THE MAJOR GIFTS OFFICER

The Major & Planned Gifts Officer will be responsible for managing a portfolio of major (\$10k+) corporate, foundation and individual donors, as well as researching and identifying new major gift revenue opportunities. This position requires an individual with excellent writing and analytical skills who is well organized and enjoys teamwork.

DUTIES AND RESPONSIBILITIES

- Design and coordinate major giving program and fund raising activities for organization's programs, and develop an innovative model to drive these efforts.
- Manage a range of development activities including: research, concept and proposal development, preparation of presentations and progress reports, and creation of other communications materials for development.
- Serve as part of a team to create, implement and manage a comprehensive campaign targeted at foundations, corporations and high net worth individuals.
- Manage prospect development process through oversight of: prospect research, the creation of profiles for institutional donor prospects and opportunities, and maintenance of a system for accessing such information as needed.
- Develop and cultivate contacts within funding organizations; facilitate meetings between prospects and organizational leadership.
- Design, propose and lead major special events, as warranted, that cultivate major giving prospects. Assist in identification and pursuit of sponsorship and underwriting opportunities for events and programs.
- Work closely with program staff to become thoroughly familiar with BRA's overseas programs and be able to communicate about them in a compelling manner to prospects Grant Development and Management.
- Write and edit clear, concise, complete and compelling letters of inquiry/intent, proposals, reports, sponsorship packages and other correspondence for submission to foundation, corporate and individual funders.
- Collaborate with program team to create proposal concepts and activity plans.
- Work with finance team on preparation of budgets for proposals and reports.
- As needed, research external sources for statistics and proposal support information with support from



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program team Donor Stewardship and Reporting.

- Manage creation and maintenance of a task list timeline for all grant application and reporting deadlines, and ensure timely follow-ups.
- Interact with corporate and foundation staff and grant representatives to cultivate and steward donor relationships.
- Participate in creating presentations, briefs, and progress reports for current funders.
- Prepare and submit timely reports and other necessary requirements to funders with support from program and finance teams.
- Work with Marketing and Communications and Programs staff to identify donor/sponsor recognition opportunities.
- Work with and support organization leadership in key stewardship activities including special communications and other outreach.

REQUIRED CREDENTIALS AND DESIRED SKILLS

- Bachelor's degree
- Bi-lingual+ (English/Spanish)
- 3-5 years of progressively responsible fundraising/administrative experience
- Interest in, knowledge of and ability to understand and communicate technical information related to international health, food security and development
- Excellent writing and researching skills, including report writing
- Excellent organizational and time-management skills, with attention to detail and accuracy
- Ability to work independently and as part of a team and to deal with a changing work environment
- Excellent interpersonal and communication skills
- Demonstrated ability to handle multiple time-sensitive tasks simultaneously in a fast paced environment
- Excellent computer skills required, including Word, Excel, Outlook and PowerPoint
- Familiarity with Raiser's Edge

NOTA BENE

Due to the high volume of applications we receive, we regretfully can only respond to those candidates who best meet the requirements of this ad. Please rest assured that we retain all candidate information for possible future matches, even if you do not hear from us in regard to your application in response to an ad.

CONTACT

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