

The Coalition for the International Criminal Court is looking to fill the following position at its headquarters in New York:

GRANT WRITER

The Coalition for the International Criminal Court is the largest civil society partnership in the world advancing the cause of international justice. Including more than 2,500 organizations in 150 countries, the Coalition is leading the effort to end genocide, war crimes, and crimes against humanity through the core values of human rights and justice. The Coalition helped create the International Criminal Court and is now focused on a range of issues to advance peace and justice around the globe. The Coalition works closely with the United Nations, governments, international institutions, and others in its mission to end impunity. Coalition member organizations include Amnesty International, Human Rights Watch, Oxfam International, and many others. The Coalition is a program of the World Federalist Movement-Institute for Global Policy, a nonprofit organization committed to the realization of global peace and justice through the development of democratic institutions and the application of international law.

The Coalition is seeking a dynamic and an enthusiastic junior professional to join the Development team in the New York headquarters office. The Development department liaises with governments, foundations, and other individuals on a range of institutional advancement issues, including overseeing funder relationships and the Coalition's Global Advisory Board. The Grant Writer will be responsible for key functions in the Development department, including the development of grant proposals and reports, content for publications, and correspondence with current and prospective donors. The Grant Writer will also provide a range of administrative support to the Development team and will have the opportunity to engage with the Coalition's many partner organizations and other institutional relationships.

Responsibilities include:

- Writing compelling grant proposals and letters of inquiry to maximize funding opportunities
- Ensuring accurate and engaging reporting on Coalition activities
- Preparing Development-related external communications materials
- Working closely with other departments (including the Communications, Regional, Legal, and Finance departments) on a range of Development issues
- Researching new funding opportunities
- Preparing talking points and other materials for meetings and events
- Assisting with Advisory Board meetings and other special events
- Providing administrative support to the Development department
- Supporting work of WFM-IGP and its other programs
- Conducting other tasks as needed

Required Skills:

- Superior ability to write persuasive grant proposals and reports
- Bachelor's degree in relevant field
- Minimum 2-3 years of relevant experience (work with nonprofit organizations, governments, the UN, in development, or similar)
- Excellent communication skills in English
- Proficiency in Microsoft Office, email, and web applications

- Excellent organizational, planning, and logistical skills with a proactive attitude and attention to detail
- Sensitivity and skill in working with people of diverse national and cultural backgrounds
- Ability to work independently while managing multiple projects simultaneously, as well as being able to work under pressure and with tight deadlines
- Affinity with the Coalition's goals and objectives

Favorable but not required:

- Fluency in other languages (French in particular)
- Knowledge of international justice/human rights/peace issues
- Experience in using a fundraising database (Raiser's Edge preferred)

Terms and Opportunities:

- Salary commensurate with experience;
- Health insurance and benefits package;
- Opportunity to work for a global organization and to interact daily with an enthusiastic and international staff and partners.

How to Apply:

Please send the following (in English):

1. A cover letter explaining your interest in the Coalition and detailing your suitability for the position;
2. A curriculum vitae;
3. Names & contact details (with phone numbers & email addresses) of three references; and
4. A writing sample (minimum two pages).

Please email applications to: development@coalitionfortheicc.org

Please include your full name and the job title ("Grant Writer") in the subject line of your email.

No phone calls, please.

Applications will be accepted on a rolling basis until a suitable candidate is identified. Please note that only those candidates selected for interview will be notified.

The Coalition is an equal opportunity/affirmative action employer strongly committed to hiring and retaining a diverse and internationally representative staff.