

WFM-IGP Development Fellowship

The World Federalist Movement-Institute for Global Policy (WFM-IGP) is a global citizens' movement working for peace, conflict prevention, international justice and sustainable development. WFM-IGP is co-located in The Hague, the Netherlands and New York, USA and has ECOSOC consultative status with the United Nations. WFM-IGP currently oversees the following programs: the Coalition for the International Criminal Court (CICC), the International Coalition for the Responsibility to Protect, and the International Democratic Governance program, amongst others.

WFM-IGP is currently seeking a full time Development Fellow, who will provide support to the Development team. Candidate must be organized, assertive, self-motivated, and detail oriented; able to manage multiple projects with minimal supervision, have exceptional computer skills. The Fellow will report to the Director of Development. Please note that this position includes a moderate monthly stipend.

For more information about WFM-IGP, please visit our website: www.wfm-igp.org

Responsibilities:

Assisting the Development team in their efforts to build and maintain support from foundations, governments, and individual donors by:

- Maintaining the Raiser's Edge database;
- Processing grants and donations received;
- Drafting and editing letters, proposals, reports, profiles, and other materials;
- Assisting with the planning and organizing of events and meetings;
- Providing administrative support to the Development department, including scheduling of meetings and liaising with external partners;
- Other tasks as required to assist with the overall administration and strategy of the development team.

Qualifications:

Required

- Bachelor's degree in relevant field;
- Excellent written and oral communication skills in English;
- Advanced computer proficiency with a good understanding of databases (preferably Raiser's Edge), Word, and Excel;
- Excellent research skills
- Ability to work independently and with a team while managing multiple projects simultaneously, as well as being able to work under pressure and with tight deadlines;
- 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;
- Affinity with WFM-IGP's goals and objectives.

Advantageous

- Familiarity with Development/Fundraising
- Previous experience in a nonprofit environment
- Knowledge of WFM-IGP and its mission

Terms and Opportunities:

- Moderate monthly stipend;
- Generous vacation package;
- Entry level position with potential for advancement
- 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 WFM-IGP 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 (“Development Fellow”) 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.