



**Using Science and Medicine to  
Stop Human Rights Violations**

## **JOB POSTING – INSTITUTIONAL DEVELOPMENT MANAGER**

### **ABOUT PHYSICIANS FOR HUMAN RIGHTS**

A Nobel Peace Prize co-laureate, PHR was founded on the idea that health professionals, with their specialized skills, ethical duties, and credible voices, are uniquely positioned to prevent human rights violations. PHR's investigations and expertise are used to advocate for persecuted health workers, prevent torture, document mass atrocities, and hold those who violate human rights accountable. PHR has worked in more than 60 countries and territories, including Afghanistan, Bahrain, Burma, Democratic Republic of the Congo, El Salvador, Guatemala, Iran, Iraq, Kenya, Libya, Mexico, Palestine, Sudan, Syria, Turkey, and the United States.

PHR is poised for even greater growth and impact. As part of that strategy, we are excited to be recruiting energetic, proactive and resourceful team players with a passion for human rights. Our headquarters are located in New York City, and we maintain offices in Washington, DC and Boston.

For more information about PHR, please see our website at [www.physiciansforhumanrights.org](http://www.physiciansforhumanrights.org).

### **POSITION SUMMARY**

The Institutional Development Manager is responsible for identifying new prospective donors, and creating and implementing strategies for PHR's institutional giving program comprising foundations, governments and corporate funders. The Institutional Development Manager will help to establish and maintain relationships with PHR's institutional funders, and work with program and other staff to help ensure compliance with all grant proposals and reporting requirements. She/he will work closely with program staff to write grant proposals and reports.

This position will report to the Director of Institutional Development, and is a full-time position based in our New York headquarters.

### **RESPONSIBILITIES**

- In consultation with the Director of Institutional Development, implement short and long-term strategies to identify, cultivate, solicit and steward institutional funders for general and restricted support.
- Determine fundraising goals to meet programmatic needs, and assume responsibility for meeting these goals.
- Coordinate with senior and program staff on grant fundraising efforts including writing of reports and proposals and oversee the submission of proposals, reports and other materials.
- Oversee and prepare written communications, letters of inquiry, proposals, reports, budgets, and frequent updates on activities to communicate our work and help secure renewals and new funding, and comply with grant reporting requirements.
- Keep track of proposal and reporting deadlines, and ensure adherence to all deadlines.

- Coach the executive team and program team members in their relationship with donors and prospects’ this includes but is not limited to training staff on how to successfully interact with donors, and cultivate donors and prospects in their areas of interest.
- In tandem with the Director of Institutional Development present new funding opportunities to the executive team.
- Prepare financial reports for funders and overall tracking purposes.
- Oversee the administration of program tracking progress and activities.
- Assist the Director of Institutional Development with other functions as needed.

## QUALIFICATIONS AND EXPERIENCE

- Bachelor’s degree required.
- At least three years of demonstrated success in a fundraising program, including foundation relations including grant writing or equivalent experience.
- Experience working in government grants.
- Proven experience preparing and tracking budgets.
- Strong working knowledge of Microsoft Office (Excel, Word and PowerPoint).
- Experience using Raiser’s Edge or a similar contact management database required.
- Knowledge of Moves Management a plus.

## SKILLS AND ATTRIBUTES

- Outstanding communications skills, both verbal and written, including the ability to write and edit persuasively on a wide range of human rights issues, and the ability to grasp and communicate substantive PHR programs.
- Excellent interpersonal skills, including the ability to work with staff at all levels, ability to interact with donors, and ability to represent PHR with tact, diplomacy and confidentiality.
- Ability to exercise sound judgment and leadership, and to operate in a collaborative, professional and ethical manner.
- Excellent organizational skills, including ability to conduct and coordinate multiple tasks under pressure to ensure deadlines are met.
- Mature, resilient, resourceful, and detail oriented.
- Ability to work both independently and as a member of a team.
- Ability to plan efficiently, organize, and manage several projects simultaneously with limited supervision or direction, while meeting deadlines.
- Evening and weekend hours may be required for fundraising related events.
- Strong commitment to the mission and goals of PHR.

## SALARY AND BENEFITS

Salary is commensurate with experience. PHR offers comprehensive employer-paid benefits, including medical, dental, disability, and life insurance, a retirement savings plan, and generous vacation.

## HOW TO APPLY

Please send a cover letter (with compensation requirements) and resume to [resumes@phrusa.org](mailto:resumes@phrusa.org), including “Institutional Development Manager, DEV-16-005” in the subject line.

*Physicians for Human Rights is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff*