

Senior Development Specialist

Part-time, based in Cambridge, MA, USA

(Development; Investor & Donor Relations)

1 The role

[Conflict Dynamics International](#) is seeking a dynamic, innovative, experienced and goal-oriented professional to join its Development Team. The role of Senior Development Specialist is an opportunity to shape the future of impact in conflict resolution and humanitarian affairs at a time when agility, growth, and innovation are more important than ever.

This senior-level, part-time role will shape the development strategy and activities of the organization, working closely with the Senior Management Team, the President of the organization and individual program teams having operations in multiple locations.

This role will pursue new sources of funding and investment, cultivate existing partnerships and forge new ones with foundations, individual donors, corporations, and governments.

2 Context

The fields of peacebuilding and humanitarian action are being disrupted by rapidly changing demographics, emerging technologies, and increasing complex and protracted conflicts. In order to continue to have sustained impact in the world, it is more important than ever that organizations grow, innovate, and evolve not just what they do but how they do it.

For mission-driven organizations in particular, an important part of this is growing organizational resources in such a way as to establish and engage with new value networks; provide sufficient flexibility and independence of response and action; diversify sources of revenue and the revenue models themselves.

The Senior Development Specialist will play an important role in charting a course for Conflict Dynamics in this new environment, using innovative approaches to expanding the resources of the organization.

3 About Conflict Dynamics International

Conflict Dynamics International is an independent not-for-profit organization that works to prevent and resolve violent conflict and to alleviate human suffering resulting from conflicts and other crises around the world.

Conflict Dynamics was founded in 2004 and strives to fulfill its mission through peacemaking, peacebuilding, and humanitarian policy and practice.

Conflict Dynamics' current programs include [peacebuilding](#) initiatives in Somalia, the Sudan, and Syria; [activities to support humanitarians](#) to increase their access to resources for people in need through humanitarian negotiations; and [activities to facilitate justice and reconciliation](#) for children affected by armed conflict. Conflict Dynamics has 13 years of experience, and deep relationships in the contexts in which it works and its core areas of practice, giving it a strong foundation from which to explore new resources.

Conflict Dynamics' Development Team spearheads initiatives to grow the resources of the organization by working hand-in-hand with the organization's program teams.

4 Responsibilities

The Senior Development Specialist will serve as the Development Team's primary focal point within the organization, based in the Cambridge, MA office. The Senior Development Specialist will have responsibilities across two main areas – external strategic partnerships and resource acquisition and internal focal point for development strategy and implementation.

External Strategic Partnership and Resource Acquisition

Within this area of responsibility, the Senior Development Specialist will:

1. Identify and secure new sources of revenue, including from foundations, corporations, individuals, and governments.
2. Lead investor and current donor cultivation initiatives. Design and execute activities including donor communications products and cultivation events for current partners and donors.
3. Identify potential investors, donors, and funding opportunities. Help cultivate and secure revenue from individual, program, and institutional investors in the governmental, philanthropic, and private sectors.
4. Cultivate relationships with potential strategic partners to identify partnerships that could advance the mission and work of Conflict Dynamics. Support and assist program teams to identify partners.

Internal Focal Point for Development Strategy and Implementation

Within this area of responsibility, the Senior Development Specialist will:

5. Lead initiatives and activities to implement the organization's 2017-2018 Development Strategy. Contribute to periodic assessment of the Development Strategy to evaluate progress and adjust approach, as required.
6. Advise program teams on the design of development strategies for individual programs, ensuring alignment and integration with the organization-wide Development Strategy.
7. Assist in building and maintaining Development Team infrastructure and processes within the organization. For example, create an easily accessible library of development tools to enable all colleagues to contribute to implementation of the Development Strategy.
8. Serve as a liaison between program staff and the Development Team. Keep staff informed of upcoming program development prospects and opportunities. Provide staff with tools and materials to engage in development effectively. Maintain processes to ensure effective flow of information and resources between programs and Development Team.
9. Lead activities to promote a culture of philanthropy within Conflict Dynamics. Promote opportunities for values-exchange as well as internal and external understanding of the role of values-exchange in development

5 Location and level of effort

The Senior Development Officer will be based in Cambridge, MA, USA, and will travel occasionally to locations within the United States (e.g. New York, Washington D.C.) and (less frequently) to international locations (e.g. Europe, Conflict Dynamics' office in Kenya).

The Senior Development Specialist will work part-time, to a level of effort of between [20-24 hours per week](#). The date of commencement of the position is 15 July, 2017 or earlier.

6 Experience

Experience and qualities

The Senior Development Specialist will be a highly-motivated and dynamic professional with **minimum 8 to 10 years of progressive experience in not-for-profit development or a closely-related field**. The Senior Development Specialist will have a demonstrated record of accomplishments raising funds and establishing partnerships with governments, foundations, professional firms, and individual donors. He/she will be a self-starter and has the ability to thrive in a dynamic environment. Preferred qualifications for this role include:

- Proven and progressive experience in organizational/business development with demonstrated ability to raise funds, as well as build relationships with investors and donors to maintain sources of revenue and cultivate new sources.
- Comprehensive knowledge of fundraising best practices is essential with knowledge of donor software and / or fundraising tools.
- Familiarity with peacebuilding, humanitarian action, international development or a related field of practice is highly desirable.
- Excellent presentation, verbal and writing skills including ability to gather, analyze and effectively communicate different types of data, financial information, budgets, and analytics.
- Demonstrated ability to engage persuasively with a wide variety of audiences.
- Goal-oriented approach with demonstrated ability to deliver on metrics driven goals.
- Ability to work collaboratively within a team, and also to take the initiative to lead in specific development activities.
- Fluency in English required. French and / or Arabic language skills helpful.

Qualifications

- Postgraduate degree in philanthropic studies, not-for-profit management, business, public administration or a closely-related field desirable, or otherwise equivalent experience; undergraduate degree essential.
- **Qualifications and professional advancement** (courses, certificates, training) in development, investor and donor relations, fundraising desirable.

7 Application procedure

Applicants should send a **cover letter and resume/CV by email to recruit@cdint.org no later than close of business on 19 June 2017**. The cover letter and email should reference "Senior Development Specialist Position". Only candidates with pre-existing authorization for employment in the United States should apply for this position.

Shortlisted candidates will be required to provide three references. **Interviews will be held in Cambridge, MA, USA, in late June and early July 2017.**

**** NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED ****