



OPEN POSITION ANNOUNCEMENT:

Water For People (WFP) is an unconventional, progressive nonprofit organization that believes that the global water and sanitation crisis can be solved with boldness, ambition, honesty and transparency. We are an organization of field workers who have grown tired of the stale rhetoric and complacent programming that dominates the sector. We are looking for new ways to transform lives around the world through innovative approaches that lead to lasting and meaningful change.

WFP is currently recruiting for the position of **Development Writer** to support successful solicitations and report to corporations, foundations, individuals, and bilateral and multilateral agencies through development of powerful pitches, proposals and reports, and thereby help Water For People to achieve its mission. This position is based at WFP's headquarters in Denver, Colorado.

Candidates must have a Bachelor's degree in a related discipline or equivalent work experience as well as 3 or more years of relevant experience in fundraising and grant writing. The successful applicant will have excellent communication and organizational skills, ability to research and synthesize complex sets of information, and familiarity with the key concerns of the water and sanitation development sector. Experience with international development and a connection to WFP's mission is also desired for this position.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Generate written proposals and reports as directed by Relationship Managers
- Manages an effective, cross-departmental process for development of proposals and reports
- Advises Relationship Managers on strategies to fit programmatic work to donor interests
- Advises on and develops messaging for the Business Development team
- Works across departments to identify funding targets, and gathers accurate and relevant information to build the best possible case for each funder
- Serves as an informational resource to the Business Development team
- Helps build capacity within country program staff for developing effective proposals and reporting on them, if requested

KEY PROFESSIONAL QUALITIES:

- Excellent written and verbal communication skills
- Excellent narrative-writing ability
- Ability to research and synthesize complex sets of information
- Familiarity with the key concerns of the water and sanitation development sector and a genuine appreciation for the approach of WFP
- Knowledge of the concerns and protocols of the range of funders
- Highly accountable with the ability to effectively manage both the big picture and small details while executing on both
- Must be task- and process-oriented with an excellent sense of priority, logic and objectivity, highly organized and capable of handling important tasks simultaneously while responding to unanticipated developments

- Understands ethical behavior and business practices, and ensures that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization

EDUCATION/FORMAL TRAINING/EXPERIENCE/SKILLS:

- Bachelor's degree in related discipline or equivalent work experience is required
- 3 or more years of progressively responsible and relevant experience in fundraising is required
- 3 or more years of progressively responsible grant writing experience is required
- Oral and written Spanish proficiency is required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Normal office environment

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Contact and Further Information:

If you are both qualified and WFP interests you, please send us a resume and cover letter that introduce you to us, and provides insights into both your experiences and how you are the ideal candidate for this position. Additionally, please submit a writing sample (relevant to the role, if possible). Also, please let us know how you heard about this position. Resumes and cover letters can be sent to careers@waterforpeople.org; please put the job title in the subject line. Please no phone calls or in person inquiries.

Deadline for submitting your application is **5 pm MDT, Tuesday, March 15, 2016.**

This is a full time, exempt position with a comprehensive benefits package. Salary is competitive and commensurate with level of experience.

WFP cannot provide immigration sponsorship for this position.

Great perks of working at our cool office space which is located at I-25 and Broadway:

- Free parking
- We are right off of a light rail stop
- Food Trucks outside the office daily
- Dog Friendly Workplace