



Grants Officer Recruitment Advertisement

Preferred Start Date: June 15, 2016
Applications are accepted on a rolling basis

About Asylum Access

Asylum Access is a leading refugee rights organization headquartered in Oakland, CA with operations in six countries across Africa, Asia, and Latin America. Asylum Access is the only international organization working to make refugee rights a reality in first countries of refuge. Our unique combination of five integrated strategies provides grassroots assistance and changes the legal landscape for refugees and their host communities. By helping refugees assert their rights, we are putting power back into their hands. Our work transforms the traditional approach of endless humanitarian handouts to a sustainable solution that gives refugees the tools to provide for themselves and make choices about their own lives.

Asylum Access envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world.

Position Description

The Grant Officer will be based in Quito, Ecuador and lead grant-writing and report-writing for the Asylum Access global family of organizations. This is an exciting opportunity for someone who enjoys writing and using their talents for spurring social change!

The successful candidate should be able to understand and effectively articulate Asylum Access's philosophy, methodology, and vision to audiences from multiple countries, cultures and languages. S/he will be a creative and exceptional writer, with a passion for writing and communications, enthusiasm for refugee rights work and the ability to multi-task in a fast-moving work environment.

The Grants Officer will be instrumental in moving Asylum Access forward in building up a robust network of foundation and corporate partnerships, increasing revenue streams, and accelerating Asylum Access's success in this rapid-growth period. As our current donors are primarily based in the US, the successful candidate should have strong English writing and verbal communications skills, with the ability to adapt tone and style according to different audiences.

Key Responsibilities

- Lead grant-writing and report-writing for all Asylum Access offices
- Foundation research and identifying grant opportunities
- Liaising with overseas program staff to draft funding proposals and communications materials
- Supporting the relationship-cultivation of current and prospective funding partners
- Drafting content for communications materials (print and web)

- Coordinating fundraising and communications projects (e.g. Annual Report publication)
- General support to our communications and development team

Preferred Qualifications

- Exceptional written and verbal communication skills in English
- Comfortable collaborating in a multi-cultural environment
- Comfortable working independently in a fast-paced work environment
- Ability to synthesize complex information in concise and persuasive funding proposals
- Comfortable taking initiative; proven ability to take a project from idea to completion
- Impeccable attention to detail.
- Creative and effective problem-solver
- Enthusiastic about making human rights a reality
- Training and/or experience with grant-writing and report-writing
- Training and/or experience in branding, marketing, messaging and communications
- Previous grant-writing experience a plus
- Native or equivalent fluency in English; proficiency in Spanish or other languages an asset
- Able to make a commitment of at least one year (2-year commitment preferred)

Salary and Benefits

The position comes with a locally competitive nonprofit salary, generous paid time off, health insurance, professional development funds, and a modest one-time relocation stipend.

How to Apply

Please send *resume, cover letter and two writing samples* to Nikki d'Assis at apply@asylumaccess.org with "Grants Officer" in the subject line. Applications will be accepted on a rolling basis. Interested candidates are encouraged to apply as soon as possible. Position is open until filled. Thank you for your interest in Asylum Access.

