

## Job Announcement



### Development Officer

<b>Location:</b>	Negotiable for the right candidate; U.S. East Coast preferred
<b>Reporting to:</b>	Development Director
<b>Annual salary:</b>	\$80K USD
<b>Terms:</b>	Full time, subject to 6 months' probation period.

#### Background

[The Organized Crime and Corruption Reporting Project](#) (OCCRP) is a dynamic, growing, global non-profit media organization that is reinventing investigative journalism for the public good. By developing and equipping a global network of investigative journalists and publishing their stories, we expose crime and corruption so the public can hold power to account. We see a future where organized crime and corruption are drastically reduced and democracy is strengthened. Our global team includes editors, researchers, data engineers, security specialists, administrators, technologists, and strategists, each with areas of in-depth expertise.

OCCRP is seeking an experienced Development Officer to support the development team. With a current annual operating budget of approximately \$16 million, we are recruiting for this position in the wake of notable recent successes, including the [2020 Skoll Award for Social Entrepreneurship](#), a substantial grant in 2022 from the [Dutch Postcode Lottery](#) to establish ourselves in the Netherlands, and, also in 2022, a grant from USAID to set up [Reporters Shield](#), our innovative defense fund to help protect investigative journalists against SLAPP lawsuits.

#### Purpose of role

We are seeking an experienced Development Officer who will play a critical role within the development team as it builds on our strong current base of support to cultivate new donors and expand our fundraising efforts. This role is for a first-rate communicator, relationship builder, and donor engagement strategist with a passion for strengthening democracy and the power of

investigative journalism to advance the global fight against corruption and disinformation. This role involves working with OCCRP staff around the world, building new relationships with U.S. and international donors, and implementing and contributing to the organization's fundraising strategy and wider sustainability initiatives.

### **Primary responsibilities**

The job holder will have the following key responsibilities:

- Identify and steward prospective institutional and individual donors.
- Write concept notes and proposals for core and project funding.
- Coordinate due diligence efforts to secure grants.
- Work with team and strategic communications officer to maintain a pipeline of promotional materials and content.
- Shape projects and proposals with OCCRP team leads.
- Identify and plan opportunities and events for donor outreach.
- Track and strategize donor research and engagement.
- Analyze giving trends via CRM data.

### **Profile**

#### ***Experience and Qualifications***

- Bachelor's degree with a minimum of five years' experience, including in non-profit fundraising, major gifts, and organization building.
- Familiarity with the donor landscape for non-profit media and foundation operations, including experience working with private and public funders.
- Demonstrated experience cultivating external alliances and writing grant proposals.
- Demonstrated project management skills, flexible nature, and ability to coordinate across teams, ideally with colleagues from a range of countries, languages, and backgrounds.
- Comfort using Microsoft Office applications, primarily Word, Excel and Google Docs and fundraising/CRM software, including Salesforce.

#### ***Skills***

- Outstanding writing skills and ability to articulate a strong narrative.
- Outstanding organizational skills and attention to detail.
- Ability to innovate and act quickly to seize opportunities, prioritize, and work independently to advance goals.

#### ***Personal traits desired***

- Strong passion for the power of investigative journalism to hold power to account.
- Passion for issues of media freedom, corruption, democracy, and human rights.

**To apply for the post**

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to: Isabel Leal, [isabel@darylupsall.com](mailto:isabel@darylupsall.com)

Please ensure they are sent as pdf documents with the titles “*your name cover letter*” and “*your name CV.*” Please put “OCCRP – Development Officer” in the email subject line.

*As an equal opportunity employer, OCCRP values having a diverse workforce and continuously strives to maintain an inclusive and equitable workplace. We offer competitive compensation and benefits and encourage people with a diverse range of backgrounds to apply. We do not discriminate against any person based upon race, religion, colour, national origin, sex, medical conditions, family status, sexual orientation, gender identity, gender expression, age, disability, genetic information, or any other legally protected characteristics.*

**The deadline for application is 19 March 2023**

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*Daryl Upsall International actively promotes equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.*