Job Description

**Position Title:** Associate Director of Bilateral Relations

**Reports To:** Director of Development

with dotted line to Founding Executive Director

**Standard Weekly Hours:** 35

**ABOUT THE DISABILITY RIGHTS FUND AND THE DISABILITY RIGHTS ADVOCACY FUND**

The Disability Rights Fund (DRF) is a $6.5 million grantmaking collaboration between a diversity of donors and the global disability rights community that resources organizations of persons with disabilities (DPOs) to advocate for equal rights and full participation in society. We currently work across Africa, Asia, the Pacific Islands, and the Caribbean. The Disability Rights Advocacy Fund (DRAF) is DRF’s sister organization, supporting advocacy for legislative change. The Funds – which are based on a participatory grantmaking model – annually make 100-125 grants ranging from USD $5,000-$50,000 each to DPOs to advance the UN Convention on the Rights of Persons with Disabilities (CRPD), including in implementation of the Sustainable Development Goals (SDGs).

**POSITION SUMMARY**

DRF/DRAF are in a period of significant organizational growth. The current pandemic has highlighted the critical importance of ensuring that government actions globally are inclusive of persons with disabilities. There is increased donor interest in disability-inclusive approaches, and a current opportunity to extend and strengthen bilateral donor support for addressing the rights of persons with disabilities around the world. The Associate Director of Bilateral Relations will work closely with the Founding Executive Director and the Director of Development to lead work on: managing and deepening relationships with current bilateral donors, adding new bilateral donors to our portfolio, and creating communications and events which meet the needs of these donors. The Associate Director of Bilateral Relations will manage all bilateral proposal development, reporting, regular communications, and compliance.

The Associate Director of Bilateral Relations will report to the Director of Development with a dotted line to the Founding Executive Director, who has successfully built the multi-year bilateral funding relationships DRF/DRAF currently have. This position requires experience in bilateral fundraising, disability-inclusive development, and excellent relationship management. The Associate Director of Bilateral Relations will also bring strategic thinking to underpin and grow partnerships with new bilateral funders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Research and identify bilateral donor prospects, their current priorities, guidelines, and requests for proposals; build relationships with key contacts towards funding requests.
* Utilize DRF/DRAF relationships and history of funding with current bilateral donors as a basis for outreach and relationship building with new potential bilateral donors.
* Organize and lead bilateral funding strategy and proposal development meetings with the Founding ED, Director of Development, Deputy Director, Finance Director, and other staff as needed.
* Manage process of gathering needed content for development of new relationships and concept notes/proposals from relevant staff and other sources; draft (and re-draft) proposal sections for review.
* Work with relevant staff to assemble and update all needed information including organizational and project budgets and other financial information, logframe/theory of change, organizational information, and other proposal attachments.
* Coordinate and edit any staff writing to ensure consistency of voice and avoid repetition of information in proposals. Maintain quality results by using past proposals and/or templates; by following proposal-writing standards including readability, consistency, and tone; and by meeting all donor guidelines and requirements.
* Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; and preparing proposals with all attachments for submission.
* Coordinate with Program Director and Evaluation and Learning Manager to ensure we maintain relations with bilateral representatives in the countries where we operate and stay on track with DRF/DRAF deliverables.
* Work closely with Evaluation and Learning Manager, Finance Director, and Director of Grants Management on reporting.
* Ensure that DRF/DRAF comply with the requirements and policies of bilateral donors, in collaboration with the Safeguarding Team and others.
* Collaboratively prepare for and lead meetings with bilateral donors both virtually and in-person as scheduled and needed.
* Stay on top of bilateral donor requests and coordinate with other relevant staff to respond promptly.
* Maintain up-to-date knowledge of issues and trends facing disabled persons organizations (DPOs) globally, particularly in DRF/DRAF’s geographic and thematic focus areas.
* Maintain clear documentation through digital filing and Salesforce.
* Other related duties and responsibilities as assigned from time to time by the DRF/DRAF Director of Development and Founding ED.

**KNOWLEDGE, SKILLS, AND ABILITIES**

The ideal candidate will possess exceptional relational skills and a keen understanding of best practices in fundraising from governments. They should have a proven ability to meet fundraising objectives with a record of accomplishment in bilateral fundraising, in particular. The candidate will be a professional of the highest integrity and will seek to bring out the best in other members of the team.

**Essential**

* Bachelor’s degree with a minimum of 6-8 years’ experience in fundraising with a focus on human rights and international development, with at least 3 in bilateral fundraising.
* Multiple years’ experience and a record of success in fundraising from bilateral donors.
* Detailed understanding of bilateral donor due diligence processes and requirements. Prefer existing relationships with bilateral donors.
* Expertise in raising funds for rights advocacy by marginalized groups in the developing world. Prefer experience in disability-inclusive development.
* Ability to think strategically and work in partnership with other international funders, donors, and allies.
* An experienced writer who is able to translate complex ideas and data into compelling proposals and stories that can translate the challenge in addressing international disability rights into fundable activities.
* Ability to align financial information with narrative of program progress.
* A superb colleague with outstanding verbal and written communication skills and a professional demeanor.
* Strong planning and project management skills.
* An independent, confident self-starter who is also skilled at working in a collaborative and inclusive environment; a willingness to learn and challenge personal paradigms; good listening ability.
* Capacity to work on multiple tasks and projects simultaneously, while still meeting the priorities of the position.
* Ability to be nimble and pivot in response to opportunities.
* Commitment to the human rights of persons with disabilities and the organizational mission, and demonstrated understanding of marginalized and intersectional identities.
* Demonstrated ability to work well with diverse populations and across countries working in an e-office environment.

**Preferred**

* Knowledge of best practices in the field of international development and human rights advocacy, with particular strength in both innovation and learning.
* Knowledge of the field of international disability rights and, specifically, the CRPD. Experience in working with Disabled Persons’ Organizations.
* Knowledge of international development, and specifically, the Sustainable Development Goals.
* Detail-oriented while still able to understand and promote a global view of the disability rights field and DRF/DRAF.
* Experience working on remote teams is a plus.
* Existing networks with bilateral donors and/or mission offices within DRF/DRAF’s target countries.

**LOCATION**

* If not based in Boston, the candidate must have the ability to work independently from a home location. Preference will be given to an individual based in the U.S., in particular the Northeast or D.C., or to someone in a country where DRF/DRAF currently operate and who has the requisite experience.
* If not Boston-based, travel will be required to DRF’s Boston office on an as-needed basis. International and other domestic travel may be needed.

**Salary and Benefits**

This is a full-time position; salary will be commensurate with experience. DRF offers an excellent benefits package including employer paid medical, dental, and vision insurance for employees.

# HOW TO APPLY

The Disability Rights Fund is an equal opportunity employer. We seek to build a diverse team. Applicants shall not be discriminated against on any basis. Individuals from historically marginalized identities including Black, Indigenous, and people of color and persons with disabilities are encouraged to apply. Please contact [drfinclusion@disabilityrightsfund.org](mailto:drfinclusion@disabilityrightsfund.org) for reasonable accommodations requests.

**Please email a cover letter and resume to:**

Jen Bokoff, Director of Development

[jobs@disabilityrightsfund.org](mailto:jobs@disabilityrightsfund.org) (please, no phone calls)

**DEADLINE**

Applications reviewed on a rolling basis.