



EYElliance is a multi-sector coalition that drives the global strategy to close the gap in access to eyeglasses. With an affected population of over 2 billion, poor vision that can be corrected with a pair of glasses is according, to our New York Times article, "the biggest health crisis you've never heard of." EYElliance represents the next generation of systems change agents: practitioners whose experience working to grow and scale service delivery organizations has informed our decision to opt for a new set of tactics to solve the problem in its entirety. Doing so will result in over \$227 billion restored to the global economy annually due to increased productivity in the working poor and it will also raise GDP by 0.2% from improved educational outcomes in.

We are in active dialogue and collaborating with the WHO, World Bank, the World Economic Forum, USAID, the Global Partnership for Education, the International Finance Corporation, DFC, and funded by the Skoll Foundation, the UBS Optimus Foundation, and the Aspen Institute. EYElliance's work has recently been recognized in FSG's "Seizing Opportunity" report, Bridgespan's article, "How Philanthropy Can Support Systems-Change Leaders" and a series entitled, "Unpacking EYElliance's Role as a Systems Orchestrator" released by the Skoll Foundation.

Our core strategic areas include demonstrating the viability of global scaling strategies through our Evidence Labs in Latin America and Liberia –as well as lowering the risk for new actors to adopt those. Our work is supported by, and done in concert with, the global development community including former heads of state, Ministers of Health and Education, the private sector, and development finance institutions.

The Donor Communications & Grant Writer position is the engine of our fundraising operations, as we raise for our \$1.4M budget in 2021, enabling the CEO to focus on strategy and execution.

Essential Duties and Responsibilities

The right candidate has sufficient experience on a fundraising team to understand the lay of the land but is motivated by finding new ways to tell an organization's story. If you are tired of following strict formats for proposal writing, then this is the role for you. We are looking for someone who is energized by translating complicated ideas and work into compelling and easily understood narratives; thrives when clearly conveying new approaches to old problems.

This role is not the right fit if you are looking for: a steppingstone to a program role; a traditional NGO development experience; international travel as part of your job; or a social work environment.

Core Responsibilities

- Primarily responsible for all written materials, high quality and on time;
- Proposals, reports, and communications with prospective and existing donors;
- Brief documents, including 1&2-3 pagers, LOIs, and follow up letters to potential supporters;
- Maintaining a funding pipeline document and manage the process involved with moving prospects into the pipeline;
- All organizational collateral, including creating, maintaining, and customizing as needed;
- Manage the grants calendar, ensuring timely submissions of proposals and reports;
- As with any start-up, additional responsibilities will emerge with organizational growth.

Education and/or Experience

- Experience working in a small office and/or independent consulting
- 3-5 years writing experience in a related field, approach, or organization

Knowledge, Skills and Abilities

- Fast, engaging writer who is able to write for different audiences;
- Experience developing proposals for both restricted and unrestricted funding sources;
- Experience tracking and reporting on multiple metric requirements and restricted funding;
- Ability to use time strategically and efficiently, maximizing slower times;
- Maturity and flexibility to roll with the unpredictable rhythm of startups;
- Outstanding judgment about when to proceed independently and when to ask for direction;
- Ability to work independently most of the time, with the flexibility to switch gears quickly to a more closely engaged approach as needed;

Knowledge, Skills and Abilities

- Is an exceptional writer who understands the intersection of the global development community, UN agencies, multilateral institutions, INGOs, and foundations;
- Can create compelling proposals and documents that both speak to both GOS and restricted funders' priorities and stay true to an organization's theory of change;
- Loves the challenge of continuously improving and simplifying messaging;
- Is creative, curious, and flexible, able to find multiple, potentially non-linear routes to the finish line;

Compensation commensurate with experience
 Excellent benefits, including health/dental/vision.
 Preferred start date: April 30.

Please send a resume and 1-2 relevant writing samples to jobs@eyelliance.org. Applications will be considered on a rolling basis. No phone calls, no recruiters.