



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 the 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.

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 strategies by disseminating our learnings through open source tool kits. 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 Grant Writer and Manager of Donor Engagement will serve as the engine of our fundraising operations, as we grow to a \$2.1M budget by the end of 2020, allowing the CEO to focus on strategy and execution.

Essential Duties and Responsibilities

The right candidate is looking for the opportunity to: amplify the founders' vision through elegant and powerful writing; drive significant revenue growth, meeting and exceeding revenue targets; work independently and collaborate strategically; roll with the needs and energy of a small, fast-moving start-up; and delight in contributing to an organization with the potential to move the needle internationally on access to glasses. 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 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 (3-4 people) and/or independent consulting

- 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, can take broad direction and produce a document that takes a new approach
- 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 social enterprise, 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;
- Flourishes working in a small office or solo at times as the CEO and small team travel extensively.

Compensation commensurate with experience

Excellent benefits, including health/dental/vision.

Preferred start date: September 1.

Please send a thoughtful cover letter, resume, and 1-2 relevant writing samples (no more than 5 pages total) to jobs@eyelliance.org. Applications will be considered on a rolling basis. No phone calls, no recruiters.