



Advocacy for Human Rights in the Americas

Assistant Director for Institutional Partnerships

Who we are: The Washington Office on Latin America (WOLA) is a leading research and advocacy organization advancing human rights in the Americas. We envision a future where public policies protect human rights and recognize human dignity. We create strategic partnerships with courageous people making social change: advocacy organizations, academics, religious and business leaders, artists, and government officials. We are passionate about our work and strive to make our organization a healthy and safe space for all to work and feel appreciated. WOLA supports our staff with a culture of innovation, collaboration, understanding, and integrity.

Our development team works to increase and expand the philanthropic partnerships that make WOLA's human rights advocacy possible. Our team is split between the individual giving and partnerships side. Our individual giving team works with individual donors as well as plans our yearly gala, our largest fundraising event. Our partnerships side works with grants from multiple foundations as well as governments (please note that WOLA does not accept funds from the United States government). Approximately ¾ of WOLA's annual budget comes from institutional partnerships.

Your role: This role will spearhead the execution of our partnerships strategy, including managing WOLA's grants portfolio and supporting the cultivation and stewardship of institutional donors, including performing research on new prospects. They will be responsible for drafting concept notes, grant proposals and reports, and other written materials as necessary. The majority of these materials will be written in English, but occasional communications and documents in Spanish are required. They will also work with the development assistant to track deadlines, process grants accurately, and ensure compliance with grant and reporting requirements. This person should be passionate about social change and understand the value and strategic function of fundraising in creating that change. They should be an extraordinary writer with professional writing experience and a passion for human rights and social justice.

Reports to: Vice President of Development

Responsibilities include, but are not limited to:

Manage WOLA's foundation and international government grants portfolio (45%):

- Draft proposals and reports;
- Work with program staff to set goals, measurable outcomes, and evaluation strategies for grant-funded programs and projects;
- Manage the proposal and report-editing process; and
- Work with the finance team to ensure the completion of budgets and financial reporting.

Assist with prospecting, cultivation, and stewardship of grant supporters (25%):

- Support the Vice President for Development in managing foundation and international government donor relations;
- Identify and research new potential foundations and non-U.S. government donors and assist with building strategies to cultivate them;
- Write email updates to funders;
- Support or lead funder meetings; and
- Provide talking points or background information on funders to WOLA's development team and program staff.

Oversee grant management and processing systems (20%):

- Oversee the work of the Development Assistant related to tracking deadlines, inputting grants data, and tracking funder communications in WOLA's online database; and

- Educate staff to ensure they understand the compliance requirements of grant contracts.

Provide high-level writing and editing support to WOLA (10%):

- Write and/or edit institutional products such as email send-outs, proposals, reports for major donors, etc.

Qualifications: Note: We view this section as a guide, not a checklist. We encourage you to apply even if you don't satisfy every bullet on this list. The ideal candidate must align with our [values](#).

- Full written and spoken fluency in English and Spanish. We will not consider applicants that are below fluent level in either.
- At least four years of experience writing foundation grants and/or reports for nonprofits.
- Exceptional writing and editing skills.
- Interest in international public policy, particularly in Latin America, and a demonstrated commitment to social justice and human rights.
- Strong research abilities and familiarity with foundation research tools.
- Experience with fundraising contact management systems is desirable.
- The ability to take detailed academic-like ideas and condense them into an easy-to-understand written product.
- Additional job requirements: possible overseas travel; full-time position; occasional long hours and weekend work required.
- Office Culture: While we would prefer this role be located in the greater DMV area we are willing to consider a remote employee that is based in the United States. Generally, our office setting is flexible and hybrid and you are not required to work from the office daily. Staff are encouraged to go in 1-2 days a week based on their tasks and program needs. There will be events and travel that require your in-person attendance regardless of location.

Salary: \$65,000-\$75,000 dependent on experience and skills; Benefits include full health, dental, vision, and life insurance 100% paid by WOLA; four weeks annual vacation, 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of parental leave. The office is closed between Christmas and New Year's.

Deadline: Accepting rolling applications and we will conduct interviews as packets are received. The job posting will stay up until the role is hired.

Start Date: As soon as possible.

To apply: Please submit a 1-2-page resume, in English, and a 1-2-page cover letter, one copy in English and one in Spanish to employment@wola.org. This cover letter should indicate why you are interested in this role specifically and your background with institutional partnerships. During the interviews, your Spanish speaking and writing skills will be tested for proficiency. If we are interested in your candidacy, you will receive an email within three weeks of your application.

-No phone calls or personal emails, please-

WOLA values a diverse workplace and inclusive culture; we encourage applications from a variety of individuals, even if you don't meet 100% of the qualifications. WOLA is an equal opportunity employer and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, socio-economic circumstance, a record of arrest or conviction, or any other status protected by applicable law.