

Outreach and Development Officer (ODO)

Institute for Economics & Peace

- **Unique opportunity to have a global impact**
- **Full-time position, salary commensurate with experience**
- **Based in New York, working with an international team**
- **Requires grant writing and partnership development expertise**

The Institute for Economics & Peace (IEP) is an independent, non-partisan, non-profit research institute dedicated to shifting the world's focus to peace as a positive, tangible and achievable measure of human well-being and progress. We do this by developing data-driven peace indices, insights and frameworks that enable communities, governments and civil society organizations to help build peacefulness locally and at a national level.

We are seeking an experienced and self-starting Outreach and Development Officer (ODO) to help expand our impact across the Americas. The ODO's primary role will be to identify opportunities that align with IEP's mission and expertise and write and submit proposals aligning with partner/donor interests. As part of a larger team, the ODO will also help to promote IEP training and research products, organize events and source strategic speaking engagements.

IEP has been rated as one of the world's most impactful think tanks by size and its core products - the Global Peace Index, the Global Terrorism Index and the Ecological Threat Register - are considered world-leading products in their field, receiving tens of billions of media impressions each year. IEP has worked with the United Nations, the World Bank, the WTO, the OECD and the Commonwealth Secretariat among others and the Institute's research is featured regularly in leading international media including the Guardian, the Economist, Deutsche Welle, Washington Post, Aljazeera, CNN, and the BBC.

The ODO will have the unique opportunity to further develop our peace education and training portfolio, which has become an increasingly large and exciting part of our work over the past 3 years. IEP has already delivered peace and development consultancies and training courses in over 20 countries for thousands of peace builders, human rights advocates, community leaders, universities, NGO staff, city officials and police officers. By supporting and helping to expand this work, the ODO will contribute to real world, meaningful peacebuilding efforts across North, Central and South America, as well as globally through partners at the United Nations Secretariat.

The Outreach and Development Officer will be based at IEP's New York Office and will report to and work closely with IEP's Executive Director of the Americas, also based in NY.

DUTIES AND RESPONSIBILITIES

- Monitor foundation, municipal and federal grant platforms and websites, identifying opportunities that are aligned with IEP.
- Write and submit research and training proposals. Technical elements of research proposals are developed by IEP's research team in Sydney.
- Help expand IEP networks by performing general outreach, leveraging IEP product launches, training activities, speaking engagements and other events of strategic value.
- Organize meetings potential partners.
- Maintain the current database of partners and potential partners, including an updated status for each and information on the relevant points of contact.
- Support the organization of launch events and speaking engagements as needed.
- Report progress weekly.
- Punctual projects and tasks at the discretion of IEP's Executive Team.

POSITION QUALIFICATIONS and DESIRED PERSONAL QUALITIES:

- Minimum of five years' working experience with increasing responsibilities.
- Demonstrable experience writing project proposals that have subsequently been funded.
- Excellent organizational, written, and verbal communication and time management skills.
- Team player with the ability to self-start.
- Outgoing character with the ability to confidently approach new people, including those in more senior positions.
- Deadline-oriented and flexible and able to work on simultaneous projects and communicate ahead of time if they are unable to execute an assigned project or task.
- Proficiency in Microsoft Word, Excel, PowerPoint and Internet research.
- Hard-working and willing to work beyond normal office hours as the organisation operates across multiple time zones.
- Happy to work in an office-based environment.
- Native/Fluent English Speaker.
- Working experience in peace, development and/or international affairs is desirable
- Native/ Fluent Spanish speaker is desirable.

Applications to: CV and cover letter addressing the selection criteria and desired personal qualities to jobs@economicsandpeace.org

Deadline for applications: April 15th 2022 or until filled.

Websites: economicsandpeace.org, visionofhumanity.org