



The mission of Magis Americas is to foster, support, and accompany Jesuit partners in the Global South, especially in Latin America and the Caribbean, as they strive toward the construction of just, dignified, and equitable societies. Magis Americas promotes sustainable and impactful responses to the injustices faced by those living at the margins. Magis Americas' efforts are focused on three key areas: education, migration, and ecology. These areas represent a holistic approach for the vision of a world in which all people have their rights upheld, their dignity protected, and their capacity to act as protagonists in their individual and communal development recognized.

Job Description

Magis Americas is seeking an experienced professional to join its team as *Development Associate - Grants DA-G*), reporting to the Development Manager. The *DA-G* will work to raise private funds to support the work of the organization. This includes responsibility for implementing an annual grants strategy and grant writing/reporting with private foundations and corporations. Specifically, the *DA-G* is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects in coordination with the Projects Coordinator.

General Responsibilities

- Responsible for conducting the full range of activities required to prepare, submit, and manage an average of four grant proposals and reports per month to foundation and corporate sources.
- Support the Development Manager in conducting prospect research to identify, cultivate and solicit new grants from foundation and corporate sources.
- Liaise with the Communications Coordinator to ensure consistency in Magis Americas messaging, as well as collaborate with the Projects Coordinator to develop proposals and ensure timely compliance with all grant reporting as required by foundation/corporate partners.
- Maintain donation and grant records in CRM software (Salesforce), including grant tracking and reporting.
- Support other development initiatives taken on by Magis Americas as needed.

Qualifications

- Bachelor's Degree in a relevant field.
- Minimum of 2-3 years of Development experience.
- Demonstrated ability to write successful nonprofit grant proposals.
- Experience working with projects in countries on the US sanctions list.
- Excellent computer skills, including Microsoft Office, Google Drive and CRM software (Salesforce).
- Bilingual (English/Spanish).
- Excellent interpersonal, analytical and organizational skills, as well as attention to detail.



- Familiarity with the Society of Jesus a plus.
- Authorized to work in the U.S.

Hours/Work Location

This is a full-time position (40 hours) based at our office in Washington, D.C. Qualified remote candidates outside of Washington, D.C. will also be considered.

Salary/Benefits

The salary range for this position is USD 50,000 - USD 70,000. Benefits include:

- Paid time off (15 vacation days, 18 holidays, 15 sick days)
- Health insurance (100% of premiums are covered by employer for employee and all eligible dependents)
- Dental insurance
- Vision insurance
- Life insurance
- Flexible spending account
- 401(k)
- 401(k) matching (8%)

To Apply

Please submit a resume and cover letter with "Development Associate - Grants" in the subject line to Nate Radomski at jobs@magisamericas.org by February 28, 2022. No phone calls, please.

Magis Americas is an Equal Opportunity Employer. Magis Americas does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, sexual orientation or any other characteristic protected by the law. We welcome applicants from a diverse spectrum of qualified candidates.