



# Independent Diplomat

a diplomatic service for those who need it most

## **Program and Development Assistant**

Independent Diplomat (ID) is a unique new non-profit venture in the world of international relations, diplomacy and conflict prevention. ID's aim is to resolve or prevent conflict by enabling disadvantaged and marginalized actors to engage effectively in diplomatic processes.

ID offers an independent and confidential source of advice and assistance on diplomatic technique and strategy to governments, international institutions, non-governmental organizations and political groups in areas of conflict or potential conflict.

Independent Diplomat is a not-for-profit organization with offices in New York, Washington DC, London, Brussels and Addis Ababa. ID is independent, not connected to any government or international institution.

## **Position Description**

ID is seeking a bright, self-motivated and well-organized administrative professional to join the New York headquarters as the Program and Development Assistant. This is an outstanding opportunity to join a new and fast-growing international non-profit organization working to change the practice of international diplomacy. We work in an open and collaborative environment and expect the successful candidate to be actively engaged in promoting ID's mission.

The Program and Development Assistant will work in close partnership with the Executive Director and the Director of Development. He or she will play a critical role in preparing and managing the Executive Director's schedule, interacting with staff and key stakeholders, conducting research and managing special projects. The position will also support the Director of Development with fundraising and public relations projects including research, event coordination and relationship tracking.

## **Qualifications:**

The ideal candidate is required to have a strong interest in international affairs, at minimum a bachelor's degree or equivalent and one- to two-years experience in an office setting. The ability to take initiative, coordinate with others and follow through in a dynamic and highly confidential environment is a must. Excellent organizational ability demonstrated in meeting deadlines, setting priorities, maintaining accuracy in details and working in cooperative but self-directed manner are also critical. Strong oral and written communication skills are required, as are diplomacy and good judgment. A demonstrated proficiency with MS Office applications is essential. Knowledge of databases, Blackberry applications, social networking sites and general technology are essential.

## **Responsibilities:**

- Schedule and maintain Executive Director's calendar, make appointments and prepare for meetings. Attend and prepare meeting notes as needed.
- Answer phone, respond to queries from key stakeholders including staff, board, clients, government and UN officials, funders, media and vendors.
- Conduct various programmatic and development research projects.
- Maintain contact management database.
- Maintain paper and electronic filing systems for donor, prospect, press and other contacts.
- Provide general administrative support to the Executive Director and Director of Development.
- Draft correspondence, public relations, administrative and grant-related materials. Prepare and send electronic newsletter and other mass e-mailing.
- Coordinate travel arrangements for the Executive Director.
- Prepare expense and other internal reports.
- Coordinate logistics for fundraising and program meetings and events.
- Update individual, foundation and government donor tracking systems.
- Track press coverage by journalist and news outlets, update database and research new media opportunities.

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- Undertake special organizational or personal projects as needed.
- Maintain on-line communication tools (website updates, social networking sites, etc.).
- Recruit and assist in management of volunteers and interns.
- Technical support for Executive Director.
- General assistance with management of New York office as needed.

**Reports to:** Executive Director and Director of Development

**Application Procedures:**

If you would like to apply for the position, please e-mail [newyork@independentdiplomat.org](mailto:newyork@independentdiplomat.org) stating "Program and Development Assistant" in the subject line and attaching:

- a cover letter of no more than one page stating why you are interested in the job and why you believe you are qualified for it;
- a resume of no more than 2 pages;
- a sample of your writing of no more than 2 pages;
- contact details for 2 referees for whom you have worked in a professional capacity and who are willing and available to be contacted.
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The salary will be negotiable and dependent on experience.