



WORLD FEDERATION
OF THE DEAF

CALL FOR APPLICATIONS DEVELOPMENT OFFICER

The World Federation of the Deaf (WFD) is an international non-governmental organisation representing and promoting approximately 70 million deaf people's human rights worldwide. The WFD is a federation of deaf organisations from 131 nations; its mission is to promote the human rights of deaf people and their full, quality and equal access to all spheres of life, including self-determination, sign language, education, employment and community life. WFD has a consultative status in the United Nations and is a founding member of the International Disability Alliance (IDA). The WFD Secretariat is located in Helsinki, Finland.

The WFD vision is that deaf people have been recognised and exercise their full human rights in an equal world where they and their sign languages are legally recognised and included as part of human diversity.

Our mission is to promote and advance the human rights of deaf people through cooperation with the United Nations and its agencies, national organisations of deaf people, governments, and other partners.

Position Description

The WFD Secretariat is opening the position of Development Officer (DO senior). We seek a professional with experience in grant proposal design and management and a person who can build and maintain a network of donors and a sponsorship management system. The DO will be responsible for writing and submitting successful grant proposals and will have proficiency with competitive corporate and foundation, governmental and international agencies granting. The DO identifies appropriate contract/grant opportunities and develops successful applications on behalf of the WFD to secure funding.



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The candidate will serve as a vital team member, should be a self-starter, and possess excellent organisational skills. Essential to the role is addressing the following goals of the WFD Action Plan:

1. Strengthening and increasing the WFD organisational capacity
2. Improving the WFD's financial sustainability
3. Identify and apply for financial and development opportunities and grants to improve the WFD's capacity to conduct Human Rights work.
4. Build upon and operationalise existing business partnerships and develop new partnerships beneficial to our strategic goals for financial sustainability.

With the collaboration of the Executive Director (ED) and other staff, the Grant Writer targets grant research, and planning, completing letters of intent, and preparing grant proposals and formal grant applications. The Grant Writer works with the WFD Staff and WFD Board to identify funding needs, create budgets with compelling narratives to support successful grants; and acquire and maintain sound knowledge of the organisation to accurately represent the WFD when interacting with funders on WFD's behalf.

We seek a professional with excellent research and communication skills, the ability to communicate in International Signs and excellent written English, especially with experience in grant proposals.

Position duties and responsibilities

The Development Officer's tasks and responsibilities include but are not limited to the following:

1. Grant Writing

- Study and understand the history, structure, objectives, programs and financial needs of the organisation.
- Research grant opportunities from government and non-government agencies.
- Build a database with potential and current donors and sponsors, as well as grant opportunities, with specific opening dates and deadlines.
- Draft grant proposals and supporting documents based on the funding requirements of the organisation.



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- Submit proposals to WFD Board for feedback and the Executive Director for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

2. Fundraising and business development

- Develop the WFD Business Plan 2023-2027.
- Manage a fundraising and sponsorship system for the WFD.
- Follow-up with Finnish and USA procedures for fundraising licenses and reports.
- Carry out fundraising and business partnerships to generate significant new revenue for the WFD equivalent to at least 3x their salary.
- Other essential duties as requested by the ED

Competencies

Professionalism: Shows pride in work and achievements; demonstrates professional competence and relevant subject matter knowledge; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with complex problems or challenges; remains calm in stressful situations. Knowledge of UN systems, international grants management processes and procedures is an additional asset. Also, knowledge about the WFD vision, mission and objectives is an asset.

Teamwork: Works collaboratively with colleagues to achieve organisational goals; is willing to learn from others; time flexibility for team agenda; supports and acts following final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.



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Communication: Correctly interprets messages from others and responds appropriately; asks questions to clarify; and exhibits interest in having two-way communication. Demonstrates openness in sharing information and keeping people informed. Excellent written English. Working knowledge of other written and signed languages is an asset.

Information Technology: Proficiency in Microsoft Office, google workspace, fundraising and sponsorship programs and team management applications.

Education

Relevant Master's degree (Business Management, MBA, Economics) with five years of relevant professional experience, or equivalent combination of education and experience.

Work Experience

At least five years of experience, ideally with development projects and INGOs. Experience working with Governments, donors, international agencies and civil society organisations is an asset.

Languages

International Signs proficiency and fluency in written English are required. Working knowledge of other written and signed languages is preferred.

Duration

The position is full-time, via remote, for 12 months, and renewable upon funds availability. The modality is an Independent Results-Based Contract.

The position starts October 15th, 2022. The position ends October 15th, 2023.



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To Apply

Please fill this [form](#) and the video (if you choose to send a video as a cover letter) to employment@wfdeaf.org.

Deadline for applications: **30 September 2022, 5 pm Finnish time**. Applications received after the closing date will not be accepted.

Evaluation of qualified candidates for this position will include a substantive assessment, and a competency-based interview will follow. The WFD will notify you by email by the beginning of October whether your application has been successful.

If you cannot send the application form online, you can email or send mail your application:

- Email: employment@wfdeaf.org
- Mail: World Federation of the Deaf
PO Box 65
FIN-00401 Helsinki
FINLAND