



**Available Position: Outreach and Development Officer**  
**Institute for Economics and Peace**  
**Location: New York City**

The Institute for Economics and Peace (IEP) is a non-profit research organization dedicated to shifting the world's focus to peace as a positive, achievable, and tangible measure of human well-being and progress. Rated as one of the world's most impactful think tanks with a budget under \$5 million and a think tank to watch by the University of Pennsylvania's Global Go To Think Tank Index, the Institute is looking to expand its New York office.

IEP has offices in Sydney, Mexico City, New York City, and The Hague. IEP achieves its goals by developing new conceptual frameworks to define peacefulness; providing metrics for measurement; uncovering the relationship between peace, business and prosperity, and by promoting a better understanding of the cultural, economic and political factors that drive peacefulness. The research outputs of the Institute have been featured in leading media internationally, from the New York Times, the Guardian, the Economist, Huffington Post, Washington Post, CNN, and BBC and are widely cited by intergovernmental organizations and in academia.

IEP's New York office builds the profile and partnerships for the organization in the Americas and runs initiatives to translate peace research into programs, policy, and action. It holds key partnerships in the United States and Latin America, including liaising closely with the United Nations, think tanks, funders, government, and academia. This office maintains a prodigious events and public speaking calendar, and launches major reports with hallmark events in Washington D.C. and New York City, including the Global Peace Index, Positive Peace Report, Global Terrorism Index, and Mexico Peace Index, as well as annual conferences.

IEP has recently entered into a strategic partnership with Rotary International, to build on IEP's empirical research on the attitudes, institutions and structures of more peaceful societies (Positive Peace) and Rotary's grassroots work in communities around the global. The partnership focuses on online education and community-based programming.

The Outreach and Development Officer will play a key role in IEP's New York office, contributing to the planning, execution, and operations of outreach, partnership, and development programs. This role is rooted in outreach and partnerships and the Officer will be expected to work on a range of tasks, from event planning, to communications, and the management of strategic partnerships with think tanks, NGOs, multi-lateral organizations, networks, and academia. Further, the Officer will be expected to identify, build, and manage relationships with corporate and individual donors, contributing to the overall growth of the

program. The ideal Officer is flexible, entrepreneurial, organized, and eager to further IEP's mission.

## **Key Responsibilities**

### **Corporate Partnerships and Development (45%)**

- Contribute to and execute development strategies, focused on securing individual, foundation, and corporate donors.
- Identify, develop, and maintain key long-term relationships with individual and corporate donors and prospects.
- Research and explore new opportunities for engagement, including shaping corporate partnerships.
- Contribute to grant applications.

### **Outreach, Communications, and Events (30%)**

- Organize and execute public events, including annual conferences, report releases, and workshops.
- Represent IEP in public forums, in conjunction with Director.
- Develop contact databases and contribute to stakeholder mapping and engagement plans.
- Assist with planning for staff travel and key meetings.

### **Strategic Partnerships (20%)**

- Key contact for the Rotary-IEP partnership, including managing Rotary-related engagements and relationships, supporting and growing the development of online learning tools, supporting the two organizations in developing country workshops.
- Support relationship management and key partnerships for IEP with international organizations, government representatives, NGOs, and think tanks, academic institutions and researchers.

### **Program Support (5%)**

- Assist with processing and maintaining administrative and financial records.

## **Experience and Skills**

- University (or equivalent) degree combined with 4-7 years of working experience, preferably in public affairs, communications, corporate partnerships, fundraising, sales, business development, corporate social responsibility, or program management.
- Prior experience with fundraising or corporate partnerships, ideally in an academic, NGO, or research environment, preferably working with corporate and institutional donors.
- Program management skills and ability to manage networks and partnerships.
- Ability to cultivate and manage relationships.
- Demonstrated experience with event planning.
- Excellent writing, editing, interpersonal, and oral communications skills.

- Strong political acumen, with the ability to act as an organizational representative, interacting with people from diverse, multi-cultural backgrounds.
- Top-notch organizational skills with strong attention to detail.
- Reliable, flexible, and delivers results in a fast-paced environment. Ability to work selected nights and weekends.
- Excellent interpersonal skills and the ability to establish and maintain effective working relations with staff both in New York and in other offices; ability to function independently and as a member of a team.
- Fluent Spanish is a strong plus.
- Knowledge of mechanisms of international governance as well as of the international development and peacebuilding space is a plus.

**The candidate must have a valid U.S. work permit.**

Please email a cover letter and resume to [jobs@economicsandpeace.org](mailto:jobs@economicsandpeace.org)