



Position: Corporate and Foundation Relations Officer
Location: New York or Washington, DC
Status: Full Time
Reports to: Associate Director of Development

About Malala Fund: Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. We invest in developing country education leaders and frontline organizations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. We amplify girls’ voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

Position Summary: The Corporate and Foundations Relations Officer will manage Malala Fund's growing portfolio of corporate and foundation donors and prospects. S/he will work to refine and implement an organizational stewardship strategy, developing relationships with staff at major corporations and foundations, conceptualizing and writing grant proposals and pitch decks and managing a grant reporting processes. The successful candidate is entrepreneurial and flourishes in a team environment. S/he is a skilled writer, facilitator and coordinator with outstanding project management and interpersonal skills, sound judgment and a strong passion for Malala Fund’s mission to see every girl in school.

I. Responsibilities:

- Develop strong relationships with Malala Fund’s corporate and foundation donors through email, phone calls and in-person meetings.
- Create proposals, corporate pitch decks, acknowledgement letters and interim and final reports to donors.
- Track the distribution of awards and grants in collaboration with the development, programs and finance team.
- Manage a growing portfolio of corporate and foundation giving by successfully leveraging the senior team and Board of Directors to build relations and grow revenue from existing donors.
- Track revenue against goals progress and assist in forecasting future sources of revenue.
- Receive, vet and follow up on commercial co-venture requests.

II. Qualifications:

- Bachelor's degree in a related field.
- Approximately 5 years of corporate and foundation relations or related development work, preferably from a national or international organization.
- Broad knowledge of leading foundations' interests, evolving strategies and priorities.
- Knowledge of corporate and foundation research techniques and giving methods.
- Experience tracking, recording and reporting on grants.
- Experience writing grant proposals, pitch decks and reports.
- Demonstrated success in developing and implementing stewardship strategies to ignite partnerships.
- Strong oral and written communication skills.
- Strong project management skills with demonstrated ability to retain and grow corporate and foundation donors.
- Innovative critical thinking and problem solving skills with an acute ability to tackle multiple assignments under deadlines and changing circumstances.

III. How to Apply:

Candidates should send a resume and cover letter to Hiring@MalalaFund.org, indicating "Corporate and Foundation Relations Officer" in the subject line of their email.

Malala Fund is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check.