



## Development & Operations Associate

The Institute for Global Affairs (IGA) at Eurasia Group, a nonprofit research and civic engagement organization led by Board President Ian Bremmer and Board Chair Zachary Karabell, seeks a full-time Development and Operations Associate in its New York, NY office. This early- to mid-career position reports directly to the Chief Executive Officer.

To apply, please submit your application materials (resume, cover letter, two writing samples, and the name and contact information for two references) as one PDF or .doc file to [info@instituteforglobalaffairs.org](mailto:info@instituteforglobalaffairs.org). Review of applications will begin on January 30 with an application deadline of February 3, 2025.

## Summary

The Development and Operations Associate will focus on strengthening the organization's capacity to communicate its mission to a growing audience and existing and prospective donors. IGA believes that geopolitical literacy is fundamental to civic participation and seeks to reach people traditionally excluded from foreign policy and national security discussions. Strong writing and mission-oriented communication skills will be important to draft compelling grant proposals, op-eds, newsletter emails, and social media posts. Candidates should have a broad curiosity about, and understanding of, international relations.

The Institute for Global Affairs is a young organization with an outsized impact. The Development and Operations Associate selected will play a pivotal role in steering the organization through its next phase of strategic growth. Working closely the CEO, they will support a future-orientated development strategy to enhance and expand upon IGA's programming. In so doing, the Development and Operations Associate will help identify and pursue obtainable fundraising goals, build partnerships with like-minded organizations, prospect institutional funders and individual donors, and cultivate relationships in philanthropy, education, and national security spaces. An ideal candidates might have experience in grant management at a large philanthropic organization or nonprofit development.

This individual will interact with IGA's Board of Directors, partners, accountants, attorney, and other stakeholders. They will also provide the CEO with administrative assistance, including tracking and reporting organizational and programmatic impact. The maturity to juggle multiple projects simultaneously, and technical proficiency to quickly learn and use a variety of software and cloud-based programs will be needed.

## Responsibilities

The Development and Operations Associate will be critical ambassador for the organization, and will provide direct support to IGA's CEO and program directors to diversify funding sources.

## Development

The role will research and identify, cultivate, and steward relationships with donors, and have an opportunity to help shape new research and outreach programs. Specific responsibilities include, but are not limited to:

- Draft, proof, and submit accurate and compelling grant proposals, applications, statements of interest, supporting documents, impact reports, and other grant-related materials.

- Socialize the organization’s work at philanthropic events, think tank conferences, and other professional gatherings, and meet with potential funders to raise awareness of organization and its work.
- Help to establish measurable development goals, track fundraising trends, research grant opportunities, and maintain historical giving data in IGA’s customer relationship management platform.
- Staff meetings with prospective donors, taking notes and working with the CEO to manage follow-up communication.
- Plan and organization campaigns (e.g., GivingTuesday, end of year donation drives, etc), initiatives, and events – both in-person and virtual – for current and prospective donors.
- Build email announcements promoting new podcast episodes, report launches, and video releases through the organization’s email marketing platform, and design new content and campaigns for IGA’s newsletter.
- Author 2-3 op-eds annually under their own byline that connects to the overall mission of the organization and/or specific programs, as well as collaborate on, research, and edit other IGA op-eds.

## **Operations**

The role will also lend administrative support, and support the organization’s social media efforts. Specific responsibilities include, but are not limited:

- Liaise with IGA’s accountants, lawyer, auditors, and other vendors to ensure on-time delivery of annual registrations, budgets, and tax filings.
- Collate quarterly impact reports and oversee preparations for quarterly meetings with IGA’s Board of Directors, including logistics (e.g., scheduling, catering, and IT support).
- Coordinate with IGA’s social media manager to ensure social media strategies expand the organization’s reach in ways that are consistent with its programmatic and development goals.
- Periodically maintain and update the organization’s website, working with website development vendor when necessary.
- Maintain records essential to the health and growth of the organization, such as program deliverables, social media metrics, contact lists, and other data with the intention that it will be analyzed and used to inform decisionmaking.

## **Qualifications**

The ideal candidate for this position will possess the following qualifications:

- Bachelors degree in public policy, political science, communications, marketing, business administration, or a related field. A graduate degree or other relevant credentials are not required but will be given due consideration.



- 2-5 years's experience working in a development, communications, or administrative capacity at a large institutional grant-making organization, nonprofit focused on national security or foreign affairs, or education- or geopolitically-oriented for-profit company.
- An understanding of the philanthropic environment, and the ability to match the goals of a mission-driven nonprofit to the priorities and processes of grantmaking organizations, corporate sponsors, and individual philanthropists.
- Entrepreneurial and ambitious, with a demonstrated ability of connecting one's own professional aspirations to the aspirations of one's employer.
- Detail-oriented strategic thinker able to accurately assess trends and make informed, data-driven decisions.
- Ability to translate strategic direction into day-to-day activities, while managing multiple tasks simultaneously and moving projects forward according to their timelines.
- Existing network of professional relationships with relevant policy-focused philanthropies and/or foreign policy-related research and advocacy organizations.
- Broad understanding of current events, international relations, and contemporary US foreign policy issues.
- Strong writer with good interpersonal communications skills
- Knowledge of social media trends.
- Familiarity with standard office software and platforms including Microsoft Suite, Google Drive, Above Creative Cloud, eTapestry, Constant Contact, Adobe Creative Cloud, Descript, Canva, etc.

Compensation includes a salary of \$60,000-70,000 plus benefits including health insurance and, after a year of employment, qualification for a 401K retirement plan with employer contribution. Opportunity for accelerated advancement depending on experience, and the success of the individual and organization.

*The Institute for Global Affairs pursues industry-leading research on geopolitics and global affairs, creates relevant, objective, fact-based content, tools, and programming, and partners around the world to: drive awareness, increase understanding, and support action.*

For more information about IGA's work, visit [www.instituteforglobalaffairs.org](http://www.instituteforglobalaffairs.org).

