New Initiatives Assistant
International Center for Journalists
Washington - DC (United States)
Job

Department: New Initiatives
Reports to: Director, New Initiatives
Starting Salary: $42,000

The New Initiatives Assistant is responsible for supporting the proposal development process with the New Initiatives team. The employee will act as a full and active member of the New Initiatives team to ensure that ICFJ maintains the highest standard of quality and efficiency in all its projects.

Responsibilities:

- Writing and preparing materials for ICFJ grant proposals.
- Conducting research on proposals, partners and funders.
- Collecting and analyzing information for grant proposals.
- Assisting with collecting and analyzing ICFJ program outcomes and impacts.
- Preparing and maintaining a uniform system of background material for proposals and related projects.
- Coordinating the effective use of Google Drive and SharePoint for the New Initiatives team.
- Inputting and maintaining proposal information in ICFJ’s database.
- Assisting with data input and knowledge management tasks related to ICFJ’s database as needed.
- Drafting budgets and budget narratives for concept notes and proposals.
- Working collaboratively with other departments to support new project and proposal development.
- Supporting implementation of New Initiatives Diversity, Equity, and Inclusion guidelines.
- Performing other administrative and organizational duties as assigned to assist in the effective operation of ICFJ.

Competencies:

A successful candidate will demonstrate the following:

- Excellent writing and research skills.
- Exceptional organizational skills with the ability to multitask, anticipate issues and meet deadlines.
- Ability to communicate ideas clearly and effectively to a variety of audiences.
- Attention to detail, ensuring accuracy and thoroughness when accomplishing a task.
- Strong critical thinking skills.
- Strong understanding of digital and social media.
- Ability to engage with staff across the organization.
- Ability to work both independently and as a team member in a diverse, fast-paced environment.
- Willingness to identify and take on additional challenges and tasks to improve processes at ICFJ.

Requirements:

- Associate or Bachelor’s degree with 1-3 years of experience working in journalism and/or non-profit organization.
• Excellent command of Microsoft Office Suite and Google Drive tools. Proficiency in Adobe and knowledge of Salesforce desired.
• Must be able to work independently and efficiently while handling multiple priorities.
• Excellent interpersonal communication skills.

Applicants must submit a resume, cover letter with salary requirement, and three references with contact information and complete the application found by clicking on this link.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.