



SENIOR PROPOSAL DEVELOPMENT MANAGER

ORBIS INTERNATIONAL

Location – Remote



The Aspen Leadership Group is proud to partner with Orbis International in the search for a Senior Proposal Development Manager.

The Senior Proposal Development Manager will initiate prospect contacts and develop, draft, and coordinate compelling multidisciplinary and multi-collaborative proposal submissions, ranging in size, scope, and complexity matching Orbis needs with donor priorities. The Senior Proposal Development Manager will research and identify new grant prospects, steward and build relationships, draft robust proposals and other collateral materials, and manage the submission of proposals to a range of private and public funding agencies and institutional donors.

Orbis International is a non-profit that brings people together to fight avoidable blindness. With its network of partners, it mentors, trains, and inspires local teams to fight blindness in their communities. Orbis believes that no one should live a life of unnecessary blindness, simply because of where they were born. Its mission is to use its amazing network of partners, supporters, staff, and sector leading volunteers to empower local communities with the skills and resources necessary to fight blindness on their own. It works alongside eye teams in communities to provide training and guidance to leave a long-term eye care legacy that will restore vision for generations to come. Orbis builds its networks on trust and commitment and seeks to collaborate with corporate partners, fellow NGOs, and local hospitals. It has made a promise to local eye teams to always strive for excellent, sustainable results that will suit its local partners' needs.

Training and collaboration is at the very heart of everything Orbis does. With the help of its world-leading volunteers, it provides training to all types of healthcare workers – from doctors and nurses in regional hospitals to district leaders and teachers in remote areas. With the help of its amazing partners and supporters Orbis has been a pioneer in the prevention and treatment of blindness for nearly 40 years. It works where the need for eye care is greatest and where it can do the most good. It has conducted training projects in over 92 countries, over 78 with the Flying Eye Hospital, where it works closely with governments and health ministries. It has long-term projects around the world across countries including India, Bangladesh, Nepal, China, Vietnam, Ethiopia, South Africa, Ghana, Zambia, Cameroon, Peru, Mongolia, and Indonesia. Orbis has positively impacted the lives of millions of adults and children enabling them to see the world clearly and reach their full potential.

Orbis strives for excellence in everything it does – from its world leading volunteers to its state-of-the-art Flying Eye Hospital – and only the best training and practices will be passed on. Orbis is guided by its vision to transform lives through the prevention and treatment of blindness. It has high standards for how it achieves this. Orbis is looking to attract inspiring and motivated people to help fight blindness in communities around the world. Experience is vital to any application but over and above this Orbis is looking for individuals who share its values.

REPORTING RELATIONSHIPS

The Senior Proposal Development Manager will report to the Global Director of Foundation & Government Relations, Elise Carlson. The Senior Proposal Development Manager will collaborate closely with the Grants Manager and other Orbis Development and Program staff, and liaise with colleagues in New York as well as Orbis offices globally.

FROM THE GLOBAL DIRECTOR

For more than 40 years, Orbis has been a leader and an innovator in the field of blindness prevention, bringing essential training and expertise to those who need it most – from putting a teaching hospital on board a cargo plane (the “Flying Eye Hospital”) to developing our own web-based educational training platform (“Cybersight”) to harnessing the power of Artificial Intelligence to deliver rural eye care. When I joined Orbis more than seven years ago, I had not anticipated how deeply the Orbis mission would resonate with me, how frequently my curiosity would be rewarded or how often I would experience the joy of seeing the real time impact of our work.

It is an exciting time to join Orbis because our CEO, Derek Hodkey, is poised to launch our new five year strategic plan to increase equitable access to eye health services and improve the quality of life of the communities we work in. As we strive to make this plan a reality, we will be leveraging all of our training platforms, engaging our global colleagues in offices from Addis Ababa to Ulan Bator, and harnessing numerous emerging technologies – like virtual reality simulation – to increase our reach and better evaluate our results. Critical to these efforts will be the development of a strong and creative institutional funding portfolio bolstered by an increased investment in collaborative partnerships.

Areas that will make important contributions to organizational growth, and open new opportunities for institutional support, will include programmatic investments in centering Inclusion, Diversity, Equity and Access (IDEA) as well as a global commitment to Women and Girls in our project designs, ensuring that we are fully engaging all of our people, partners, and stakeholders in steering our work. We will be identifying, engaging and successfully partnering with major private foundations and governmental funding structures to balance our existing portfolio with more multi-year, multimillion dollar awards to sustain and carry our work to more people where the need is greatest.

The Foundation and Government Relations team has a unique place within Orbis US Development, complementing our Corporate and Major Donor fundraisers who oversee an extraordinary group of private sector partners and loyal high net worth individuals. As Orbis looks towards the future, amidst a rapidly changing public health landscape, I am looking for a teammate with the experience and confidence to help us explore innovative funding opportunities, advance compelling proposals, and build new institutional relationships with philanthropy leaders in global health, education, and health technology as well as finding links to other non-health focused areas such as DEI/Gender, poverty reduction, economic growth, and sustainable cities (road traffic safety).

–Elise Carlson, Global Director, Foundation & Government Relations

ORBIS INTERNATIONAL'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Orbis International recognizes and values the intersecting identities people bring to the organization. As a global organization, Orbis welcomes qualified applicants who reflect the five Orbis values of Accountability, Caring, Commitment, Excellence, and Trust. Orbis encourages qualified applicants from diverse backgrounds, cultures, lived experience with their mission, and/or those belonging to communities that have been historically excluded and/or marginalized to apply. Frequently cited statistics show that members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. Orbis encourages candidates to break that statistic and to apply.

PRIMARY RESPONSIBILITIES

The Senior Proposal Development Manager will

- write, edit, and coordinate high quality letters of intent, concept notes, and proposals, ensuring compliance with donor interests and guidelines and promoting coordination across programs, program operations, and other foundation relations and development staff;
- assemble and manage virtual cross-functional proposal teams, including internal staff, partners, and consultants, to develop and communicate proposal strategy;
- facilitate design sessions to ensure program design is responsive to donor requirements and expectations and aligns with Orbis' programmatic priorities;
- understand and communicate to Proposal Teams the latest developments and innovations within the international development industry and proposal management profession;
- apply best practice models based on expertise in the fundamental principles, terminology, and methodology of proposal development and/or writing;
- support all post submission activities such as lessons learned, debriefings, responding to donor questions;
- contribute to assessment of Orbis' proposal development practices and processes and how they are meeting internal and funder needs;
- monitor trends in giving and keep abreast of programmatic developments for application in fundraising strategies and donor relations, connecting opportunities for Orbis' programs with funding priorities in the field;
- advise on and develop tailored cultivation strategies for assigned portfolio of foundation donors;
- initiate regular cultivation and solicitation visits and calls to donor prospects, and coordinate the preparation of research and briefing materials for own visits, or for executive, program, and/or other development staff;
- provide regular stewardship for grants in assigned portfolio, working with Program staff to assist in the development of required reports and updates, including ensuring compliance with donor requirements and guidelines;
- contribute to a team that values inclusivity, innovation, and equity; and
- engage in monthly intentional equity activities to inform and drive conversations around diversity, equity, and inclusion.

LEADERSHIP AND KEY COLLEAGUES

Derek Hodkey

President and CEO

With 25 years of experience in health-related fields, Derek Hodkey brings with him a wealth of leadership experience that spans across international development, R&D, life sciences, non-profit as well as in the biotech and pharmaceutical sectors to his role as President and CEO. He joined the Orbis family in September of 2020 from Counterpart International, an INGO that partners with leaders, organizations, and social sector networks to build inclusive, sustainable communities. With his rich expertise in the health space and background leading global teams, Derek helps Orbis continue to push boundaries and transform lives through the treatment and prevention of blindness. Before his role as Counterpart's Chief Operating Officer, a role in which he served for six years, Derek spent eight years at the International AIDS Vaccine Initiative.

As a scientist, Derek began his career at Merck & Co, initially as a chemist, but went on to hold several roles over the next 12 years – including Director, Resource & Research Planning – before moving into a senior management position at Vertex Pharmaceuticals and Cambridge Healthtech Associates Inc. Derek holds an MBA from Fairleigh Dickinson University and a B.S. in Chemistry from the University of Akron.

Kristie DeKoker

Chief Development Officer

Kristie DeKoker joined Orbis in 2014 and leads the organization's global fundraising and resource development strategy.

Kristie has dedicated her career to making the world a better place by rallying support for programs and initiatives that improve access to life-changing care, especially for children. She believes in working closely and collaboratively with supporters at all levels – corporate partners, institutions and foundations, government funding agencies, and individual donors – to find the most impactful and meaningful fit for their involvement and help them meet their philanthropic goals.

As Chief Development Officer at Orbis International, Kristie leads the organization's global fundraising strategy across all branch and affiliate offices. She works closely with the OI board, organizational leadership, supporters, volunteers, and the entire Orbis community to mobilize resources to end avoidable blindness around the world. Prior to joining Orbis, Kristie held chief fundraising roles at the Touch Foundation and VillageCare.

In her free time, Kristie enjoys spending time with family and friends, skiing, scuba diving, and cheering on the University of Alabama Crimson Tide football team.

Elise Carlson

Global Director, Foundation & Government Relations

As the Global Director for Foundation and Government Relations at Orbis, Elise Carlson sets the strategic direction to grow and diversify fundraising from major private foundations and government agencies and oversees global institutional fundraising. She works in close collaboration with Orbis offices around the world and the Global Program, M&E and Finance teams, to cultivate strategic partnerships and develop innovative proposals and tools to support institutional fundraising goals. Previously, Elise was Director of Foundation Relations for Amnesty International USA supporting human rights programs, membership engagement, research, campaigning and advocacy; and Director of External Relations with the Washington-based Center for National Policy focused on emerging global threats and strengthening community resilience. As Vice President for Membership & Fellowship Affairs, Elise supported the work of the Council on Foreign Relations for more than twenty years in building a diverse and engaged membership of foreign policy leaders and thinkers, including a special emphasis on developing

the next generation of policy makers. In her early career, she focused on promoting the academic accomplishment and cultural traditions of India in her work with the Indo-US Subcommittee on Education and Culture. She has been a board adviser for a small non-profit, The Bindi Project, aimed at ending violence and discrimination against women and girls in India. A graduate of Vassar College, she has undertaken post-graduate work at New York University and Baruch College, CUNY.

PREFERRED COMPETENCIES AND QUALIFICATIONS

Orbis International seeks a Senior Proposal Development Manager with

- a commitment to the mission of Orbis International – to work with its network of partners to mentor, train, and inspire local teams to fight blindness in their communities;
- an ability to thoroughly understand and appreciate Orbis International – its structure and programs, finances, and stakeholders;
- success with foundation, corporate, or government cultivation and proposal writing;
- experience in program design approaches and methodologies, such as results frameworks, theories of change, logic modeling, and/or logical frameworks;
- sensitivity to and an understanding of the diverse socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in the global Orbis community;
- a desire and skill to lead and support the development of team members;
- experience in writing, reviewing, and analyzing technical proposals;
- excellent technical skills in writing, editing, formatting, and verbal communications;
- the ability to perform as a critical and strategic thought-partner, with a demonstrated ability to identify and understand issues, problems, and opportunities from disparate sets of information and provide clear conclusions and guidance;
- an ability to coalesce teams, inspire teamwork, and build consensus;
- meeting facilitation experience;
- adeptness at building, maintaining, and growing strong professional relationships with different internal and external stakeholders;
- a high level of attention to detail and strong project management skills;
- international development sector and/or global health experience (preferred);
- experience with donor/CRM databases; and
- an ability to contribute productively to the role, team, and shared vision of preventing blindness.

A bachelor's degree is required for this position as is at least five years of relevant work experience.

SALARY AND BENEFITS

Orbis International offers a competitive salary and benefits package.

LOCATION

This is a fully remote opportunity. The Senior Proposal Development Manager may work from a remote location with preference to candidates with work authorization in Ethiopia, Zambia, Ghana, Bolivia, Peru, Malaysia, India, Bangladesh, China, Vietnam, Mongolia, South Africa, Kenya, United Kingdom, or the United States.

For those local to NYC who prefer to work in an office setting some or part of the time, Orbis International's New York office has temporary and permanent desk solutions for employees that can accommodate those preferences. Orbis's current policy requires that all staff visiting the New York office must be vaccinated against COVID-19. National and international travel is required.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Orbis International as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Senior Proposal Development Manager, Orbis International.](#)

To nominate a candidate, please contact Patrick Key:

[patrickkey@aspenleadershipgroup.com.](mailto:patrickkey@aspenleadershipgroup.com)

All inquiries will be held in confidence.