

**TERMS OF REFERENCE  
DEVELOPMENT OFFICER**

<b>I – Job Information</b>	
<p><b>Job Title:</b> Development Officer</p> <p><b>Department:</b> Development</p> <p><b>Reports to:</b> Development Director</p> <p><b>Location:</b> Cross-Site</p> <p><b>Full-time/part-time position:</b> Full-Time</p> <p><b>Working hours:</b> 40-48 Hours / week</p>	<p><b>Current Grade</b> .....</p> <p><b>Classification Approved By</b> .....</p>

<b>II- Organizational Context</b>
<p>Zanmi Lasante (ZL) is a nonprofit, nongovernmental organization that works to strengthen the health structures of the Ministry of Public Health (MSPP) to ensure access to standardized diagnostic and therapeutic services for its target population in the Central Plateau and Lower Artibonite. For more than 30 years, ZL has worked alongside the MSPP in providing evidence-based care and training to health care personnel through the implementation of a hospital residency program after the devastating earthquake of January 12, 2010.</p> <p>ZL is a sister organization of Partners in Health (PIH) based in Boston, Massachusetts. It is affiliated with other organizations and initiatives in Rwanda, Lesotho, Malawi, Peru, Mexico, Russia, Sierra Leone, Liberia and the Navajo Nation. ZL and PIH partner with leading hospitals and universities, particularly in the United States, to ensure access to highly specialized services and to help standardize training activities.</p>

<b>III- Job Description</b>
<p>Zanmi Lasante (ZL), the Haitian sister organization to Partners In Health (PIH), seeks a strategic and dynamic Development Officer to support the organization’s institutional fundraising, stewardship, and donor engagement efforts. This position will play a critical role in managing a portfolio of public sector, foundation, and corporate partnerships—helping to secure, steward, and grow philanthropic and grant-based support for ZL’s lifesaving work in Haiti.</p> <p>As a key member of the Development team, the Development Officer will lead the cultivation, proposal development, reporting, and stewardship processes for grants and gifts, working in close coordination with PIH’s public and private sector partnership teams. The role will also support leadership giving efforts for donors and diaspora engagement initiatives, helping to position ZL for sustainable and locally driven philanthropic growth.</p>

This position requires strong writing and organizational skills, the ability to synthesize complex programmatic information, and a collaborative mindset to coordinate across departments and partner institutions.

#### **IV- Responsibilities**

##### **Fundraising and Proposal Development**

- Identify and pursue funding opportunities from public sector donors, foundations, and corporations; Develop and frame proposal ideas that reflect ZL’s programmatic priorities and best interests and are competitive according to donor interests and strategies.
- Lead and coordinate proposal development processes, engaging program managers, finance, HR, MEQ, and legal teams.
- Maintain and update ZL’s institutional funding pipeline and alert internal teams to new opportunities.
- Serve as the liaison to PIH’s development teams for aligned opportunities and awards.
- Conduct partner mapping and develop outreach strategies for local and international donors.
- Prepare briefing materials and documentation for internal “Partnership Review Committees” evaluations.
- Develop, implement, and adjust strategies over the course of the year to meet annual revenue goals. Ensure portfolio strategies integrate with the organization’s development, marketing, and advocacy initiatives (such as planned events, leadership publications, conference circuit, etc.).
- Represent ZL externally with partners on phone calls, face-to-face meetings, and site visits.
- Craft strategies for enhanced Diaspora engagement and contributions towards ZL work.

##### **Donor Reporting & Stewardship**

- Manage a centralized reporting calendar and ensure timely submission of grant reports.
- Ensure timely completion of proposals, reports, and other key deliverables required by institutional partners. Ensure all submissions meet internal and external requirements.
- Coordinate across departments to gather financial and programmatic inputs to draft donor reports and liaise with finance and programs teams to ensure accuracy and alignment.
- Circulate final reports for appropriate approvals and manage archiving platform.
- Develop and maintain individualized stewardship plans for key donors, including customized touchpoints, updates, and acknowledgment strategies that reflect donor interests and impact.
- Coordinate and contribute to the creation of donor-facing materials such as newsletters, impact stories, personalized thank-you letters, and program updates to deepen donor connection and engagement.
- Leverage ZL’s storytelling and data insights to demonstrate impact, deepen donor relationships, and build a culture of gratitude and transparency.

##### **Cross-team Collaboration**

- Collaborate actively across OnePIH and internal ZL teams to strengthen public and private partnerships and unlock new opportunities for funding and engagement.
- Participate in programmatic and departmental meetings to gather pertinent information that could be used for fundraising purposes and advance the development department goals.
- Draft and disseminate meeting notes for development department led meetings.

### Other Projects

- Support the planning and execution of local and international events, including donor briefings and global health days.
- Develop presentations, fact sheets, and other materials for external audiences.
- Collaborate with departments to ensure strategic alignment and outreach timing.
- Support the advancement of advocacy efforts and communication strategies as needed.

### V- Required Qualifications

#### Qualifications:

- Bachelor's degree required; Master's degree preferred. Higher education or healthcare experience a plus.
- Demonstrated experience in fundraising, grant writing, and donor reporting (French and English). At least 3-5 years of related experience in institutional fundraising best practices, proposal development, and donor solicitation.
- Strong analytical and communication skills— ability to articulate ZL's mission, program objectives, and resource needs persuasively to potential donors.
- Detailed-orientated with experience organizing information and archiving.
- Ability to manage complex projects from creation to completion, plan and prioritize multiple projects, and coordinate teams to meet deadlines.
- Initiative-driven, collaborative, and committed to health equity and ZL's mission.
- Experience in event planning, donor engagement, or program communications is a plus.
- Able to travel domestically and internationally, including international travel to remote or hard to access locations with limited infrastructure.
- Demonstrated poise, tact, integrity, professionalism, and exemplary interpersonal skills.
- Passion for public health and/or international development; familiarity with the Haitian context strongly preferred.

**Optional but encouraged:** Candidates may also submit a writing sample (i.e. excerpt of a proposal, brief donor memo or concept note [1–2 pages] outlining how they would approach a new donor opportunity for ZL or steward a mid-level donor, to demonstrate their writing and strategic thinking.

Zanmi Lasante is firmly committed to preventing sexual exploitation, abuse and harassment in all its activities. The selected candidate will undergo appropriate training and will be responsible for fully understanding and complying with the organization's policies and procedures on the prevention of sexual exploitation, abuse and harassment. With this in mind, Zanmi Lasante adopts a zero-tolerance policy towards all forms of exploitation, abuse and harassment.

Please ensure that you meet all the criteria specified in the terms of reference, in accordance with the requirements defined for this position, before submitting your application.

*Only short-listed candidates will be contacted by e-mail for an interview.*

**Human Resources Department  
Zanmi Lasante**