



DRC Headquarters:
Ave Jean Miruho 3 No 24
Quartier Panzi, Commune Ibanda,
Bukavu, South Kivu, DRC

US Office:
5185 MacArthur Blvd. NW
#708
Washington, DC 20016

Development Officer, Panzi Foundation

Location: Washington, D.C. (Hybrid, with 2 days per week in office required)

Employment Type: Full-Time

Salary: \$60,000 - \$70,000 (commensurate with experience)

Benefits: Health insurance, 403b plan with employer match, professional development & wellness stipends

About Panzi Foundation

Founded in 1999, Panzi Hospital & Foundation (Panzi) provides holistic care to survivors of sexual violence and advances gender justice in the Democratic Republic of Congo. Panzi's Washington DC office supports this life-saving work through advocacy, partnerships, and fundraising, amplifying the voices of survivors and mobilizing our global network of partners for change. Learn more about our work at panzifoundation.org.

Position Overview

Panzi Foundation is seeking a highly organized and mission-driven Development Officer to support the execution of our philanthropic fundraising strategy and ensure the efficient operations of our US office. Working closely with the Director of Development, this role will oversee our grassroots giving program, support the management of small grants, as well as maintain our CRM, online giving systems, and team operations. The ideal candidate will be exceptionally detail-oriented, a proactive problem solver, and willing to become well-versed in Panzi's history and programs to best support donor communications.

Key Responsibilities

Fundraising & Grants Management (40%)

- Execute Panzi's small and mid-level giving program, providing proactive touchpoints and prompt recognition for donors giving up to \$5,000 annually
- Draw on data to strengthen donor acquisition, retention, engagement, and revenue, using tools including segmentation, campaigns, stewardship, and experiences
- Support the drafting and development of proposals and reporting for small foundations and community organizations, ensuring alignment with Panzi's mission, program, and budget priorities
- Collaborate with Director of Development and Communications Lead to produce donor communications including our annual report, email lifecycle, monthly newsletters, and social media

Development Operations (40%)

- Lead daily processing and receipting of gifts received online, wire transfer, and direct mail
- Support monthly reconciliation process between development and finance, ensuring accuracy of both CRM reports and accounting systems
- Oversee the efficient use of project and knowledge management systems, including Slack, Notion, Box, and OneDrive



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Office Administration (20%)

- Triage and distribute requests coming to info@ email and voicemail between team members focused on development, media, and advocacy
- Assist with staff travel and meeting arrangements, including processing reimbursements and submitting receipts to Finance Officer
- Translate written materials, such as reports and email correspondence between English and French
- Provide day to day support with in-person administrative tasks, including mail pick-ups, printing, and supply purchasing

Other duties as assigned.

Reports to: Director of Development

Direct Reports: N/A

Qualifications & Experience

- Bachelor's degree or equivalent years of experience in a relevant field.
- 2 to 3 years of experience in non-profit fundraising and/or donor relations
- French language proficiency required
- Passion for Panzi Foundation's mission and a commitment to social justice and human rights.
- Experience working for humanitarian, development, or human rights organizations on the African continent
- Ability to work in person at Panzi's DC office at least 2 days per week
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace
- Excellent organizational and time management skills with keen attention to detail
- Strong written and verbal communication skills and ability to produce quality deliverables without over-reliance on AI tools
- Familiarity with database management (CRM systems, financial software, or similar tools)

How to Apply

Interested candidates should submit a resume and a brief cover letter outlining their qualifications and interest in the position to **careers@panzi.org** with the subject line: **"Development Officer Application – [Your Name]."**

Applications will be reviewed on a rolling basis until the position is filled. Please note that only shortlisted candidates will be contacted. We kindly ask that applicants refrain from following up on their application status. Thank you for your understanding!

*Panzi Foundation is an **equal opportunity employer** and values a diverse workforce. We strongly encourage candidates from diverse backgrounds to apply.*