

We're out to design a better world, and we need your help.



How To Apply

Please submit your résumé, cover letter, and relevant work samples to <http://smrtr.io/RzywhQ>. Applications will be viewed on a rolling basis.

Equal Opportunity Employer

IDEO.org is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.

IDEO.org is out to design an end to poverty by bringing creativity, empathy, and innovation to the social sector. Our goal is to improve the lives of people in poor and vulnerable communities through design and we're doing it in three ways: through the products, services, and experiences that we design; through the problem-solvers we fuel; and by inspiring the social sector to adopt human-centered design.

Partnerships & Operations Associate

Full-Time, New York City

IDEO.org is seeking a Partnerships & Operations Associate to join our recently launched studio in New York City. As part of a dynamic and multi-disciplinary team, you'll help IDEO.org build and maintain partnerships within our Amplify program—ranging from large-scale funders and foundations to smaller grassroots organizations and social entrepreneurs across the developing world.

You're a quick learner, enthusiastic, detail-oriented and collaborative—ready to roll up your sleeves and join a team that's helping to bring human-centered design to some of the world's toughest challenges.

You will:

Provide stewardship to the organizations in the Amplify portfolio...

- Work with the Portfolio Manager to support and monitor the progress of Amplify's grantees
- Draft external-facing communications that keep grantees connected on an ongoing basis, both to IDEO.org and to each other
- Conduct due diligence on grantees entering our portfolio and answer questions they have along the way

Support program operations...

- Produce annual reports and quarterly portfolio updates for DFID and other funders of the Amplify program
- Work with IDEO.org's Finance team to process grant agreements in a timely fashion

Help forge new partnerships...

- Work with the Program Lead to build relationships with and prepare proposals for prospective funders of the Amplify program
- Research and build relationships with foundations, fellowships, and other investors that may be interested in supporting Amplify's grantees; maintain database of relevant opportunities

You are:

- A self-starter with a bachelor's degree and 2-4 years of work experience, preferably in grants management, business development, or program operations
- Collaborative to the core—comfortable building relationships within and outside of the organization
- A great writer, capable of producing clear and engaging communications for a variety of audiences
- Familiar with or comfortable using Salesforce, Excel, and Adobe InDesign
- A time management guru with an eye for prioritization
- Passionate about global poverty alleviation, and excited about the role that that human-centered design can play in creating new solutions