



International Emergency and Development Aid (IEDA Relief) Inc.

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International Emergency and Development Aid (IEDA Relief) is a Not-for-Profit organization, 501(c)3 Tax-exempt Headquartered in Houston, Texas, USA with office in Brussels, Belgium (IEDA Relief Belgium) and global operations in few countries around the globe providing Humanitarian/Relief and Development Services. IEDA Relief is an emerging organization committed to taking the most effective, flexible and innovative approaches to Humanitarian and development work. Our mission is to alleviate the suffering of vulnerable people tackling the underlying causes of poverty so that they can become self-sufficient and achieve their full potential. Since 2008, IEDA Relief has worked in 12 countries with an \$80M investment over 260 projects helping people as they transition to longer-term development. Our staff focus on marginalized people, as well as internally displaced persons and refugees. We have facilitated and delivered the key components of support and coupled activities with community capacity building to develop a local voice, ownership, and technical capability for communities to support their transition to longer-term sustainability. Why IEDA Relief? We know communities – we do not just say it, we practice it. We are working intimately with communities from Day One. For us, it does not make sense to work in communities without understanding them and learning from them – their people, their needs, what drives them, social structures, cultural practices, and interactions. When the situation calls, we work quickly so that we do not lose time further down the road when problems arise. During this worldwide Pandemic of Covid-19, IEDA Relief picked up the call and is responding to feeding the 1st Responders by raising funds and receiving in-kind donations.

Be a Part of the IEDA Relief Team!

Globally, volunteers and interns (many of which are locally recruited) play a vital role in IEDA Relief's programs and operations. Volunteers and interns from diverse backgrounds dedicate their time and skills to work directly with program beneficiaries, develop IEDA Relief's organizational capacities, help with IEDA Relief events and fundraisers, and take part in emergency response missions in the critical days and months following a conflict or natural disaster.

IEDA Relief actively recruits volunteers and interns for specific postings (see below), and also accepts applications on a rolling basis. Prospective interns must be currently enrolled in or recent graduates of an undergraduate or graduate educational institution; internships are generally unpaid unless special arrangements are made with your academic institution.

View the opportunities posted below for specific internships and volunteer openings.

Depending on the needs of the office and an individual's level of experience, examples of volunteer/intern duties include:

- Short- and long-term program assistance to educate, mentor, and otherwise provide support to refugees, asylum seekers, immigrants and other vulnerable populations of all ages
- Assisting IEDA Relief staff with program data entry, monitoring and evaluation, reporting/translation and website updates
- Assisting with IEDA Relief events, (social) media campaigns, and fundraisers
- Conducting research and producing proposals regarding potential new IEDA Relief programs and/or solutions to help meet organizational objectives
- Providing specific skills and/or expertise in finance, marketing and media, HR, emergency management, IT, or other areas of specialization to add to IEDA Relief's programs and organizational capabilities

[Apply Today!](#)

At IEDA Relief, our mission is to alleviate the suffering of vulnerable people. We are a (501(c)3) Tax Exempt NGO under IRS Charity code, an Organization in Special Consultative Status with the UN Economic and Social Council (ECOSOC) since 2017.



If you are interested in becoming an IEDA Relief volunteer or intern, please email your resume/CV to volunteer@iedarelief.org. Please note only applicants that state their availability will be considered. In the subject line of your email, specify the position and the location where you want to serve.

Grants Manager Job Description

The Grants Manager oversees the development of grant proposals to foundations, corporations and government agencies. Working with other staff members, grant managers identify funding opportunities and search for grants to support a wide array of projects—from unrestricted operating expenses to equipment, scholarships and highly specific projects.

Responsibilities of the job

Grant manager coordinators are multifaceted people who are skilled at balancing multiple projects, proposals and deadlines. They need to be highly aware of the internal workings of their organization so they can identify funding opportunities. Grant managers are responsible for selecting which funding entity best matches the goals of each project. When applying for a grant, they collaborate with staff to write proposals and letters of inquiry, communicate with granting agencies, track the status of requests and submit evaluation reports to contributors.

General Accountabilities

- Develops, oversees, and approves all grant proposals.
- Creates and manages a grant opportunities database to include all proposals and other departmental funding status.
- Works with program staff and business manager to ensure that grant writers receive the most accurate and up-to-date information on organization's programs and program needs.
- Produces monthly status reports on grant schedules and funding, and maintains and manages department budget
- Communicates grant information to board members, key community organizations, and the public.
- Develops relationships with other potential funding opportunities to facilitate design and execution of collaborative grant initiatives.
- Reviews, analyzes, modifies, and implements efficient and effective department processes, policies, and procedures.
- Assigns duties and monitors quality of work; assures staff conforms to organizational policies and procedures and government regulations.
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance.

Skills and Abilities

- Ability to write clearly and concisely as well as edit copy for clarity and grammatical accuracy.
- Commitment to excellence and high standards.
- Excellent written and oral communication skills, and excellent presentation skills.
- Strong organizational, problem-solving, and analytical skills; Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities.
- Demonstrated proficiency in supervising and motivating subordinates; Basic competence in subordinates' duties and tasks.

Education and Qualifications

Heavy emphasis on writing and communication, many grant managers hold a bachelor's degree in English, communication, journalism or marketing.

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