

Donor Relations Officer

The Donor Relations Officer will contribute to the overall revenue generation of the Development team. The Donor Relations Officer will play a strategic stewardship role, ensuring that all donors to IPPF/WHR receive appropriate stewardship and understand the impact of their giving. This role will be responsible for stewarding, cultivating, and maximizing revenue from legacy giving, mid-Level, and major donors.

About IPPF/WHR

IPPF/WHR is a leader in the international movement to secure sexual and reproductive health care as a human right for all. We work with local Member Associations and partners in 40 countries across the Americas and the Caribbean towards a shared mission: to ensure sexual and reproductive rights for all, including universal access to high-quality health services and comprehensive sexuality education.

We connect our local partners to the global movement for sexual and reproductive rights and ensure their long-term sustainability by providing technical assistance in areas such as program planning, organizational development, and fundraising. Together, we build strong institutions and healthy communities throughout the region.

Responsibilities:

Mid-Level and Major Giving Programs (50%)

- Contributes to annual fundraising goals for mid-level and major donors through the development of cutting-edge stewardship program
- Develops and implements stewardship and cultivation strategies that strengthen long-term relationships of mid-level donors, maximize revenue from mid-level donors, and identify donors to move up to major giving level
- Leads the implementation of stewardship plans, including communication with all involved parties and documentation in the moves management system
- Writes cultivation and stewardship materials, including personal acknowledgement and stewardship letters for signature by executives, board members, and key volunteers
- Leads and organizes thank you note writing by staff and board volunteers
- Collaborates with fundraising and program staff to develop acknowledgment and recognition opportunities for mid-level, major, leadership/principle gifts that are consistent across audiences
- Project manages donor travel program (field level), in-house mailings for Principal, Major and Planned Giving, and development and/or communication events
- Oversees development office supply inventory and manages re-order process (Primary)
- Provides backup support in mailing welcome packs for mid-level and direct response donors, and oversees monthly reporting on welcome series for all new donors.

Planned Giving Program (50%)

- Coordinates planned giving marketing and serves as liaison with external marketing consultants
- Develops and implements stewardship plan for legacy donors, including overseeing development team support for personalized stewardship and monthly reporting on all stewardship activities
- Manages a portfolio of donor prospects.
- Supports planned giving processes and solicitations
- Maintains planned giving donor records in Raiser's Edge and coordinates with research staff in annual append updates

Personal Skills:

- Excellent organization skills, detail oriented
- Excellent written and verbal communication skills

- Collegial, collaborative style
- Highly organized with the ability to prioritize multiple requests
- Good decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions
- Creativity, curiosity, sense of humor, high energy level, and an enthusiasm for meeting and working with a wide range of individuals
- Understanding of individual donor needs and perceptions

Qualifications:

- Bachelor's degree in related field
- Minimum of 3-5 years experience in fundraising or equivalent client-focused environment
- Prior experience with planned giving programs and estate planning issues an asset, though not required
- Knowledge of principles and techniques relevant to major gift fundraising
- Demonstrated skills in writing, organization, and attention to detail
- Strong prior experience writing correspondence or copy
- Prior experience with donor databases and prospect tracking systems, Raisers Edge preferred
- Prior experience working in a staff capacity for volunteers and executives
- Prior experience with cultivation and recognition events
- Must be a self- starter and have the ability to work remotely with limited daily supervision
- Excellent oral and written communication and interpersonal skills
- Spanish language skills an asset, though not required
- Must share a strong commitment to the mission of IPPF
- Must demonstrate IPPF Core Values: Trust, Respect, Accountability, Innovation, Teamwork, and Service

Location: This position will be based New York City.

Salary: Commensurate with qualifications and experience.

How to apply: We encourage both external and internal candidates to apply. Please send your resume and cover letter to Sharon Harrison at recruitment@ippfwhr.org.

Only candidates selected for interviews will be contacted.

IPPF/WHR is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals regardless of HIV/AIDS status, race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, and disability.