

Major Gifts and Planned Giving Officer

**ABOUT IPPF/WHR**

The International Planned Parenthood Federation/Western Hemisphere Region (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 41 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. We are looking for passionate, dedicated staff who are eager to make positive contributions to our mission. Together, we build strong institutions and healthy communities.

**JOB SUMMARY**

The Major Gifts and Planned Giving Officer (MPO) will work as part of a growing team of fundraisers dedicated to strengthening IPPF/WHR’s fundraising efforts and creating a culture of philanthropy throughout the organization. Reporting to the Director of Individual Giving, the MPO will develop and implement strategies for qualification, cultivation, solicitation, and stewardship of donors capable of making gifts of $10,000+ or committing to a deferred giving arrangement.

The MPO understands and applies the ethics and strategies of donor development and will be responsible for direct asks to meet funding needs for IPPF/WHR’s priorities. The MPO should feel comfortable discussing complex assets and be able to confidentially explore planned giving opportunities. The MPO will build constructive and effective relationships with appropriate programmatic partners within IPPF/WHR and keep staff apprised of interactions, updates, and strategies. The MPGO will be able to express organizational priorities in detailed terms, understand project budgets, and build proposals utilizing this knowledge.

**RESPONSIBILITIES**

* Contribute to achievement of annual team and individual revenue goals as well as fulfill targets for bequest intentions or other planned giving arrangements.
* Manage a portfolio of 80-150 donors; develop strategies and implement plans for qualifying, cultivating, stewarding, and soliciting those donors.
* Travel regularly for donor visits, events, field trips, and trainings; manage travel and expenses with the assistance of a travel agency.
* Build relationships with donors and prospects via phone calls, personal visits, ongoing written contact, and by planning and executing cultivation events.
* Provide program information to donors and prospects and draft personalized correspondence and acknowledgments that demonstrate appreciation, recognition, and engagement of donors.
* Work closely with development colleagues to research and create boiler-plate descriptions of key priorities, and additional writing tasks as assigned.
* Build and maintain a strong working knowledge of IPPF/WHR’s work and sexual and reproductive health in a broad international context.
* Contribute to the creation of the budget, research profiles, and lists for targeted mailings and events.
* Plan and execute donor cultivation events of various sizes, including trips to the field.
* Engage Board and Board Advisory members in donor work as appropriate and utilize their networks and influence to build the donor portfolio.
* Support IPPF/WHR leadership in donor work.
* Use donor database to keep records up to date and track progress.
* Pursue opportunities for professional growth.
* Other duties, as assigned.

**QUALIFICATIONS**

* Bachelor’s Degree in a relevant field required.
* Five years development experience focused of raising funds from individuals with a proven track record of securing five and six-figure outright or deferred gifts.
* Proficiency in Microsoft Office Suite and skilled with donor databases like Raiser’s Edge, Salesforce or other CRMs.

**KNOWLEDGE, SKILLS & ABILITIES**

* Excellent interpersonal and communication skills are essential, both written and verbal.
* Ability to absorb and synthesize complex program information and translate into a compelling case for donors.
* Working knowledge of current trends in charitable giving, particularly in the areas of major and planned gifts.
* Comfort working independently and as a team member with initiative and flexibility.
* Must have the ability and discretion to work with high level donors; the ability to make persuasive verbal and written case for supporting key programs and projects and effectively match the interests of prospective donors to WHR’s priorities.
* Proficiency in Spanish or French and familiarity with the Latin America and Caribbean region is preferred but not required.
* High organizational skills with strong attention to details.

**Location:** IPPF/WHR’s New York City Office.

**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 by 11 May 2018 to  [recruitment@ippfwhr.org](mailto: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.*