

Institutional Giving Officer

**ABOUT IPPF/WHR**

The International Planned Parenthood Federation/Western Hemisphere Region (IPPF/WHR) is a leader in the movement for sexual and reproductive health and rights in the Americas and Caribbean. We work with 45 partner organizations in nearly every country throughout the region that share a common mission: to ensure universal access to sexual and reproductive healthcare, promote sex education, and fight for sexual and reproductive rights.

The IPPF/WHR Regional Office connects our partners to the global movement for sexual and reproductive rights and ensures their long-term sustainability by providing capacity building in areas such as program planning, organizational development, and fundraising. Together, we build strong institutions and healthy communities.

**JOB SUMMARY**

The Institutional Giving Officer (IGO) will be responsible for the strategic development and management of a portfolio of relationships that includes foundations, governments, and corporations. The IGO will play a central role in a collaborative, grant-seeking culture that facilitates efforts between IPPF/WHR, our partner organizations in the region, and IPPF Central Office in London. The IGO will advance approaches to identify, research, and engage institutional donors in the successful cultivation, solicitation, and stewardship of gifts that provide significant support for IPPF/WHR to carry out its mission.

Reporting to the Senior Grants Officer and in collaboration with the growing Development team, the IGO will be a strong writer and editor who enables submission of high-quality proposals, reports, and other donor communications. The IGO will also help improve donor relations through utilization of a donor database, grants management systems, and maintenance of internal libraries.

**RESPONSIBILITIES**

* Contribute to achievement of annual organizational, team, and individual revenue goals.
* Create prospect strategies for cultivation, solicitation, and stewardship that include in-person meetings and site visits, concepts/LOIs/proposals, reports, participation in events, and leadership engagement where appropriate.
* Expand the Institutional Donor portfolio by identifying and cultivating existing or new prospects based in the United States and abroad.
* Lead development of strong and compelling proposals, both by writing proposals and by editing proposals developed by the program team.~~.~~.
* Work closely with the Development, Finance, Program and senior leaders to administer a grants calendar that will facilitate timely planning and submission of donor proposals and reports.
* Prepare briefs on new donor opportunities to facilitate decision-making by key stakeholders.
* Support donor communications efforts, including timely acknowledgment letters for all incoming institutional donations, and create compelling email updates.
* Support comprehensive tracking of donor-related activities by communicating regularly with program officers and entering data in Raiser’s Edge.
* Maintain with stakeholders a library of donor proposals and grant agreements in SharePoint library (Grant Central).
* Travel for donor visits, field trips, and trainings; manage travel and expenses with the assistance of a travel agency.
* Pursue opportunities for professional growth.

**QUALIFICATIONS**

* Bachelor’s degree and a minimum of 3- 5 years of relevant experience or a master's degree and a minimum of 4 years of relevant experience required.
* Prior experience preparing donor proposals and reports. Other professional writing experience, including in journalism, may be considered in lieu of previous fundraising experience.
* Proficiency in Microsoft Office Suite and skilled with donor databases like Raiser’s Edge, Salesforce, or other CRMs.
* Ability to travel domestically and internationally.
* Fluency in written and spoken Spanish, Portuguese and/or French a plus.

**KNOWLEDGE, SKILLS & ABILITIES**

* Proven ability to absorb and synthesize complex program information and translate into a compelling case for donors.
* Impeccable writing and editing skills; ability to translate complex ideas and strategies into clear, concise and compelling narratives; experience with grant writing and reporting preferred
* Demonstrated interest in fundraising, development and philanthropy
* Excellent interpersonal and communication skills are essential, both written and verbal.
* Comfort working independently and as a team member with initiative and flexibility.
* Ability and discretion to work with high-level donors required; ability to make persuasive case for supporting key programs and projects and effectively match the interests of prospective donors to WHR’s priorities.
* Working knowledge of current trends in charitable giving.
* Passion for sexual and reproductive rights, social justice, Latin America and Caribbean region.
* High organizational skills with strong attention to details and creativity.

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

**Salary:**  Competitive compensation and benefits package 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 20 June 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.*