

JOB DESCRIPTION

Job Title:		Division:	
Individual Giving Officer		External Relations	
Location:	Responsible to:	Date:	Grade:
DC/MD/NY/VA	Head of Individual Philanthropy	May 2023	E

About IPPF

Established in 1952, the International Planned Parenthood Federation (IPPF) is one of the world’s foremost Sexual and Reproductive Health and Rights (SRHR) organisations, championing SRHR and providing lifesaving sexual and reproductive health (SRH) services for more than 70 years. IPPF’s vision is a world where all people are free to make choices about their sexuality and well-being in a world without discrimination.

IPPF’s services are rights-based, gender-sensitive, client-centred, evidence-based and stigma-free. IPPF contributes to the SRHR of all people by (1) increasing access and choice through the provision of integrated SRH services, information and education; (2) contributing to strengthening health systems; and (3) advocating to change policy and laws in support of sexual and reproductive health.

Through IPPF’s worldwide movement of 119 national organisations – called Member Associations (MAs) – and our collaborative partners, we work in over 126 countries to reach poor and marginalised women and girls and vulnerable populations such as people living with disabilities and in humanitarian emergencies. This gives IPPF a global presence unparalleled among other SRHR Civil Society Organisations (CSOs).

The Role

The Strategic Partnerships & Development team’s Individual Giving programme raises catalytic revenue from individuals and family foundations at the small, mid-, major, and planned gift levels. To scale IG’s fundraising work, the team seeks an Individual Giving Officer who will be responsible for overseeing a portfolio of approximately 150+ current/prospective mid-level and major donors (\$1,000+). The Officer is a new role that will help IPPF achieve its overall Individual Giving fundraising targets and revenue goals.

The Officer will be responsible for managing a prospective donor pipeline, contributing to engagement strategy delivery and financial relationship growth, building stewardship efforts and conducting prospect research.

Please note, the salary band for this position is \$60,000 – 64,000. If based in DC, will require a minimum of one day a week in the office with the U.S. team. If based in NYC, some travel to DC may be required.

KEY RESPONSIBILITIES

- Contribute to an annual work plan with fundraising targets and goals
- Maintain a small dynamic portfolio of approximately 150 4-/5- level giving donors
- Perform stewardship and cultivation plans to drive donor acquisition, retention, and upgrades.
- Support the Head of Individual Philanthropy in discovery visits/calls with donors.
- Create research profiles on donors and prospects that supports pipeline development.
- Support the program development of a new mid-level giving society.
- Organise and participate in donor cultivation events with the team.
- Contribute to the maintenance of the fundraising constituent database, EveryAction. .
- Perform other fundraising operations, prospect and donor-related activities as the programme evolves, as related to the role.

PERSON SPECIFICATION

1. EXPERIENCE

- Moderate development experience with a strong preference for direct experience working with individual donors OR; Equivalent combination of education and experience such as an Associate's degree plus development experience
- Experience with at least one eCRM tool, like EveryAction.
- Strong communications and project management skills, including writing and editing for donor communications and fundraising.
- Previous experience in the sexual and reproductive health and rights sector at a global level. An understanding of the current policy landscape is a plus.
- Display superior interpersonal and relationship-building skills for internal and external stakeholder interactions
- Highly organised with strong attention to detail

- Experience and comfort working in a small- to mid-sized INGO
- Ability to adapt to a changing environment and handle multiple priorities
- Willingness to travel in the U.S. (up to 20% time) and potentially outside the U.S.

2. KNOWLEDGE, SKILLS & ABILITIES

- Developed listening and influencing skills.
- Strong writing skills.
- Relationship builder, including acting as an organisational representative.
- Data-driven, using data/analytics to improve strategy and decision-making.
- Cultivator and collaborator.
- Goal-orientated with a focus on building trust and credibility internally and externally.
- IT literate with an understanding of digital marketing and CRM systems.

3. PERSONAL COMPETENCE

- Committed to IPPF's core mission and values.
- Awareness and sensitivity to the multicultural/diverse environment in which IPPF operates.
- Integrity and ability to maintain confidentiality at all times.
- Understanding of and a commitment to safeguarding, including child protection, in a local and international context.
- Supportive of a woman's right to choose and access safe abortion services.

APPLICATION PROCESS

The Hive Collective is assisting IPPF in this search. Interested applicants must submit a cover letter and resume, as well as an IPPF Safe Recruitment form to bethellen@hivecollective.net with "IPPF" in the subject. The Safe Recruitment Form is follows this job description. Applicants may also be asked to submit a writing sample. All first-round interviews will be held via video chat.

** This job description summarises the major duties and responsibilities performed by individuals in this position. Incumbents may be asked to perform other tasks not specifically written in this job.*

Safe Recruitment

Safeguarding people from harm

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to its organisational values, code of conduct and employment principles in promoting a positive work place culture and environment which is free from all forms of unacceptable behaviour, including (but not limited to) bullying, harassment, misuse of power, victimisation and sexual harassment. IPPF expects all employees, volunteers, contractors and partners to share these commitments.

IPPF's Safeguarding (Children and Vulnerable Adults Policy) *'is intended to set out the guiding principles and values applicable to all elements of IPPF'*. This policy includes a Safe Recruitment Checklist which applies to all recruitment – whether to an employee role, or a volunteer – eg a Trustee or Committee member.

About this form

This form is an essential part of the recruitment process at IPPF. By collecting the information requested below, we are able to reduce the likelihood of harm happening to anyone that comes into contact with IPPF, including our staff and people who access IPPF SRHR services.

If you are shortlisted for the role you have applied for, IPPF may request appropriate police checks and at least two professional employment or otherwise relevant references (e.g. for Trustees). For employees, it will investigate gaps in employment history and verify academic references based on the information provided in this form.

Please note that the information you provide will be treated confidentially and will not be disclosed unless this is required to by law.

When completing this form

Please ensure that the information provided by you in below is up-to-date, complete and accurate. Any false statement or omission may render you liable to action. This includes disqualification of your application or, if you have been offered a role and we later find you have withheld information, we may withdraw the job offer or dismiss you.

Please complete the form in black ink or electronically. If you are completing your full job application by hand and then emailing that to IPPF, this form must be completed, signed, scanned and be attached to your application. If you are filling your application and this form electronically, you can send all completed forms to the e-mail address given in the advert. In doing so, it will be presumed that information you have provided is true and complete.

We appreciate concise information and hence, limited space is provided for the information to be provided. However, if needed, please expand the tables and use additional sheets to include additional information if required.

Position Applied For	
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PERSONAL INFORMATION

Title (Mr. / Ms. / Mrs. / Dr./ Prefer not to say etc.)	
Name	
Preferred Pronouns (He/She/They)	
Date of Birth	
Present Residence Address	
Permanent Residence Address	
Contact Numbers (with country code)	
E-mail	
Nationality	
Do you require a work permit to work in the U.S. (Yes / No)	
If you have worked with IPPF before, please state when and in what capacity.	

OTHER INFORMATION

Gaps in employment history (e.g. career breaks, unemployment etc.)

If you are applying for a volunteer role e.g., a Trustee role, you do not have to complete this section.

Date from (mm/yy)	Date to (mm/yy)	Reason

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(Please add additional rows to the table if required)

Past Criminal Record Declaration

Our recruitment process includes checks which may identify criminal convictions. Not all convictions declared or identified will lead to the rejection of a candidate from the recruitment progress. These are considered on a case-by-case basis.

	YES	NO
Have you at any time been convicted by a court for any criminal offence and/or sentenced to imprisonment?		
Are any criminal proceedings pending against you before a court?		
If the answer for any of the above is 'YES' please provide details:		

(use additional sheets if required)

REFERENCES

Please provide details of at least two professional referees. You may provide three references if you choose to do so, but we only require two.

- 1) If you are employing for paid employment:** one reference should be HR or your line manager from your current or most recent employer/contracting agency. They will be asked to provide references about your work experience and to your suitability for the post applied. References will be kept confidential, and referees will not be contacted without your permission until *after* an offer of appointment is made.
- 2) If you are applying for a volunteer position eg a Trustee:** please provide references from two different people who can personally or professionally vouch for your suitability for this work

Reference 1

Name		E-mail	
Designation		Telephone Number	
Organisation		Address	
Professional relationship and duration of direct association:			

Reference 2

Name		E-mail	
Designation		Telephone Number	

Organisation		Address	
Professional relationship and duration of direct association:			

Reference 3 (where relevant)

Name		E-mail	
Designation		Telephone Number	
Organisation		Address	
Professional relationship and duration of direct association:			

DECLARATION

I confirm that the information I have provided is, to the best of my knowledge true and complete. Any may be sufficient cause for rejection or, if employed, dismissal.

Name	
Signature	
Place	
Date	

Please send your completed form to the email address provided in the vacancy advertisement.