

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Financial Sustainability (FS) adviser		Americas and the Caribbean Regional Office (ACRO)	
Location:	Responsible to:		Date:
Bogota or Port of Spain	Deputy Director		March 2021

1. JOB PURPOSE

Describe why the job exists.

Responsible for the design, implementation and evaluation of Americas and the Caribbean (A&C) member associations (MAs) financial sustainability plans, prioritising social enterprise efforts but also including traditional resource mobilisation from donors.

S/he will coordinate, support and develop a capacity strengthening programme on social enterprise in close coordination with the IPPF Social Enterprise hub based in Sri Lanka.

2. KEY TASKS

- To implement the financial sustainability components of the regional ODG strategy aimed to increase Member Association's to generate financial resources to fulfil their mission.
- To support MAs to implement their financial sustainability plans including social enterprise efforts in coordination with the IPPF Social Enterprise hub including commissioning or undertaking translation proof-reading.
- Responsible for developing capacity strengthening and technical assistance activities on social enterprise and donor resource mobilisation for MAs using innovative methodologies, organizing, commissioning and conducting training workshops to Member Associations staff.
- To contribute to the IPPF Global Income strategy, actively identifying resource mobilisation opportunities for the MAs in the region through mapping, issuing and updating capability statements, developing pipelines, nurturing external alliances for joint applications and cultivating donor relations.
- To coordinate the development of concept notes and high quality proposals to donors, commissioning consultants and working with MAs staff in a timely manner in coordination with the London Office if necessary.
- To liaise with donors on reporting and implementation of restricted projects coordinated by the Regional Office
- To contribute to the risk management plan of ACRO and a risk management culture among MAs.

- To set up systems and processes for fostering greater collaboration between MAs, enabling South to South collaboration, exchange of good practices and mutual learning in connection financial sustainability on with other regions and external organisations.
- To represent ACRO at technical meetings, seminars and/or conferences on financial sustainability to keep abreast of new knowledge and best practices from IPPF and international communities of practice.
- Be the regional focal point/contact person to the IPPF Social Enterprise Hub (SEAP) located in Sri Lanka and the strategic partnerships Secretariat group.
- Managing communications on financial sustainability over multiple portals such as emails, internal websites, social media, SharePoint, online channels, and webinars to create awareness and expedite knowledge transfer.
- Fully integrates a gender equality - including Sexual Orientation and gender identity-, racial and ethnicity diversity approach in all IPPF ACRO activities.
- Empowers and develops staff contributing to a working culture of equality, diversity, trust and excellence.
- Embraces safeguarding and other internal policies and is compliant with their implementation.
- To uphold the values, ethics and culture of IPPF and be an ambassador for the organisation.
- A certain level of flexibility to working times will be needed as this position will have to interact with IPPF stakeholders around the world.
- Undertake any other reasonable duties that may be requested.

PERSON SPECIFICATION

4. EDUCATION & WORK EXPERIENCE

Degree in business administration or relevant discipline or equivalent experience.

5. PROVEN ABILITY

- A minimum of 5 years experience on working on the design and implementation of successful financial sustainability strategies in the non-profit sector.
- Entrepreneurship experience in the non-profit sector is essential including experience on advising on or running a social enterprise
- Good understanding of the challenges and capacity strengthening needs of national organisations on organisational development, governance and financial sustainability.
- Sound knowledge of governance, planning, financial principles including budget tracking and management of annual budgets.

- Experience of successful resource mobilisation from development and humanitarian donors.
- Experience on fundraising from individual donors and high net worth individuals highly desirable.
- Successful experience on managing change.
- Communicates effectively and develops mutual understanding between parties, both internally and externally
- An excellent command of English and Spanish. French and/or Portuguese is highly desirable.
- Computer skills in MS office packages, especially in Excel and Word.
- Understanding of political, cultural and socio-economic dynamics across the Americas and the Caribbean particularly on SRHR and gender equality.
- Proven experience of building sustainable multi-sectoral partnerships in the Americas and the Caribbean.

6. SKILLS

- Strong business and political acumen
- Strong remote working and virtual collaboration skills
- Strong prioritization and organizational skills
- Public speaking and training skills
- Excellent interpersonal and diplomatic skills. Excellent networking and influencing skills
- Results-oriented, dynamic individual who can blend into a multi-cultural environment
- Exceptional analytical and written and verbal communication, presentation and interpersonal skills.
- Outstanding command of English and Spanish is essential. French or Portuguese are desirable.
- Excellent time management and organisational skills to meet pressing deadlines.
- Strong advocacy and negotiation skills.
- Strong group building and training & facilitation skills.
- Outstanding IT skills

3. COMPETENCIES

Describe the characteristics of effective job performance, e.g. sound judgement, ability to maintain confidentiality.

- An entrepreneurial approach and the ability to bring creativity and innovation to inspire colleagues and external stakeholders alike.
- Operates collaboratively at every level of decision making.
- Value-driven individual with a rights-based and gender-sensitive perspective and a strong commitment to the populations IPPF serves particularly adolescents, youth, women and girls from the most left behind communities
- Integrity, sound judgement and ability to maintain confidentiality and a flexible personal style.

- Ability to listen to feedback and to respond and relate with respect, empathy and congruence.
- A positive approach to challenges with strong problem-solving, innovative and creative thinking competencies.
- Commitment to the multi-cultural and diverse environment in which IPPF operates.
- A true self-aware team-player with an aspirational and empowering and assertive approach to leading teams;
- Commitment to accountability and safeguarding and zero tolerance to discrimination on any grounds.
- Fully committed to bodily autonomy and women's right to choose and to have access to safe abortion care.

4. OTHER

- Previous work on international federations is a plus.
- Ability to travel internationally – about 40 days a year.