JOB DESCRIPTION

<table>
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<tr>
<th>Job Title:</th>
<th>Division:</th>
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<tbody>
<tr>
<td>Individual Giving Associate</td>
<td>External Relations</td>
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<th>Location:</th>
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<tbody>
<tr>
<td>DC/MD/NY/VA</td>
<td>Head of Individual Philanthropy</td>
<td>June 2023</td>
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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 a worldwide movement of 118 national organisations, called Member Associations (MAs), and collaborative partners, IPPF works in over 149 countries to reach poor and marginalised women and girls and vulnerable populations such as people living with disabilities and in humanitarian emergencies. IPPF’s global presence is unparalleled among other SRHR Civil Society Organisations.

THE ROLE
To support IPPF’s mission and its Individual Giving fundraising programme, we seek an Individual Giving Associate to support development operations, including gifts processing, donor stewardship, database maintenance, and administrative needs of the Donor Relations & Fundraising team. The ideal candidate will have an entrepreneurial attitude and a foundational knowledge of nonprofit fundraising. The Associate will also provide support as needed for the IPPF’s US office.

*The salary band beings at $50,000 – 55,000 and includes a comprehensive benefits package with health insurance, 401(k) contribution, and generous leave time.

KEY RESPONSIBILITIES
- Gift Processing & Acknowledgments
  - responsible for the processing and tracking of all donations and documentation
  - coordinating gift acknowledgement process, maintaining internal records, including tracking documentation and other gift-related paperwork to donors’ CRM records and IPPF files
  - perform routine uploads of 3rd party gift data and information into eCRM
- Donor Support & Communications
  - maintain the organisation’s fundraising email account and donor services line
  - collaborate with frontline fundraisers on stewardship initiatives, including mass mailings, thank-you calls and events
  - provide support for prospect research projects for frontline fundraisers
- Database Coordination
  - routine entry of donor information into CRM and other data platforms
  - routine review and maintenance of the donor database
- Operations & Administration
o prepares monthly and quarterly financial data and liaises with Finance department counterparts for reconciliation
o coordinates the vendor onboarding and invoicing process, as well as processing expense and travel reports.
  o Other administrative functions and ad hoc requests, as needed, in support of larger projects for the fundraising team and the US office as needed.

PERSON SPECIFICATION

1. EXPERIENCE
   • Moderate relevant experience with a strong preference for direct experience working in fundraising operations OR; equivalent combination of education and experience such as an Associate’s degree plus development experience
   • Familiarity with an eCRM tool(s), like EveryAction, is essential, as are strong computer skills.
   • Display superior interpersonal skills for internal and external stakeholder interactions.
   • Highly organised with strong attention to detail
   • Experience and comfort supporting operations for a small-sized nonprofit organisation.
   • Previous experience in the sexual and reproductive health and rights sector at a global level, including understanding the current policy landscape, is a plus.

2. KNOWLEDGE, SKILLS & ABILITIES
   • Developed listening and influencing skills.
   • Strong writing skills.
   • Relationship builder, including acting as an organisational representative.
   • Data-driven, using data and analytics to continuously improve strategy and decision-making.
   • Cultivator and collaborator.
   • Goal-orientated with a focus on building trust and credibility internally and externally.
   • Ability to adapt to a changing environment and handle multiple priorities

3. PERSONAL COMPETENCE
   • Committed to IPPF’s core mission and values of sexual and reproductive rights for all.
   • Awareness of and sensitivity to the multi-cultural and 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.

* 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.

APPLICATION PROCESS
Interested applicants must submit a cover letter, resume, and an IPPF Safe Recruitment form to jobs@ippf.org. All first-round interviews will be held via phone or video chat. IPPF is only able to respond to candidates selected for interviews.

IPPF is an equal opportunity employer. As a leading global human rights organisation focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.