

JOB DESCRIPTION

Job Title:		Division:	
Individual Philanthropy Officer		External Relations	
Location:	Responsible to:	Date:	Grade:
DC/MD/NY/VA	Global Head of Individual Philanthropy	June 2025	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) organizations, 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-centered, 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 158 Member Associations (MAs) and Collaborative Partners, we work in over 153 countries to reach poor and marginalized women, girls and intersectional populations. This gives IPPF a global presence unparalleled among other SRHR Civil Society Organizations (CSOs).

The Role

The Individual Philanthropy program at IPPF raises catalytic revenue from individuals and family foundations at the small, mid-, major, and planned gift levels. To scale this fundraising work, IPPF seeks an Individual Philanthropy Officer who will be responsible for overseeing a portfolio of approximately 150+ current/prospective mid-level and major donors (\$1,000+).

The Officer is 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 – 85,000. Regular travel in the US will be required, as well as some international travel.

KEY RESPONSIBILITIES

- Contribute to an annual work plan with fundraising targets and goals
- Maintain a dynamic portfolio of approximately 150 4- / 5-figure level donors
- Oversee all stewardship, cultivation, and solicitation plans to drive donor acquisition, retention, and upgrades.
- Support the Global Head of Individual Philanthropy and the Sr. Philanthropy Officer in discovery visits/calls with donors.
- Contribute to the development and growth of the Planned Giving program
- Perform comprehensive research on donors and prospects that supports pipeline development.
- Support the management of a new mid-level giving society.
- Organize and participate in donor cultivation events with the team.
- Contribute to the maintenance of the fundraising constituent database.
- Perform other fundraising operations, prospect and donor-related activities as the program 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 organized 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 organizational 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

Interested applicants must submit a cover letter and resume, as well as an IPPF Safe Recruitment form to jobs@ippf.org. Applicants may also be asked to submit a writing sample. All first-round interviews will be held via video chat.

** This job description summarizes 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.*