

JOB DESCRIPTION

Job Title:		Division:	
Sr. Officer, Leadership Giving		External Relations	
Location:	Responsible to:	Date:	Grade:
DC/MD/NY/VA	Global Head of Individual Philanthropy	January 2025	F

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 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 over 119 Member Associations (MAs) and collaborative partners, we work in 151 countries to reach poor and marginalized 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 Organizations (CSOs).

The Role

Reporting to the Global Head of Individual Philanthropy, IPPF seeks candidates an experienced Senior Officer, Leadership Giving, to lead principal gifts fundraising and donor cultivation efforts with High Net Worth Individual (HNWI) and Ultra-high Net Worth Individual (UHNWI) prospects and donors (\$100,000+).

This new role is a high-impact, revenue-generating position responsible for helping to secure approximately \$4-5 million+ in transformational gifts over the first three years. The Officer is a new role that will help IPPF achieve its overall Individual Giving fundraising targets and revenue goals.

The Senior Officer will identify, engage, and steward relationships with individual donors capable of contributing six- and seven-figure principal and legacy gifts. The ideal candidate will be a strategic and entrepreneurial fundraiser with a proven track record in UHNW donor engagement, peer-to-peer solicitation, and closing transformational gifts individually and as part of a team.

This role will provide critical leadership in expanding IPPF's Principal Gift program, developing bespoke donor experiences, and ensuring sustained engagement with high-level philanthropists who align with IPPF's mission to advance reproductive health and rights globally.

The salary band for this position is \$80,000 – 110,000. While there is a preference for a candidate in the Northeast region, IPPF is open to alternative locations such as the West Coast.

KEY RESPONSIBILITIES

1. Principal Gift Fundraising & Donor Cultivation
 - Develop and execute a HNWI/UHNWI donor pipeline strategy to secure six- and seven-figure gifts.
 - Identify, research, and cultivate relationships with philanthropists, family offices, and major wealth advisors.
 - Craft personalized engagement plans and solicitation strategies for each prospect, aligning their interests with IPPF's mission.
 - Secure multi-year commitments and legacy gifts that ensure sustainable funding.
2. High-Touch Donor Stewardship & Bespoke Engagement
 - Create exclusive experiences for HNWI donors, including VIP briefings, international field visits, and private convenings.
 - Provide donors with customized impact reports, private updates from IPPF leadership, and curated thought leadership opportunities.
 - Serve as a trusted advisor and philanthropic partner, deepening donor investment in IPPF's vision.
3. Build a Strong Network & Peer-to-Peer Fundraising Model
 - Leverage existing donors, board members, and philanthropic ambassadors to engage new HNWI/UHNWI prospects.
 - Establish and manage the women's Advisor Council, mobilizing high-net-worth women donors.

- Represent IPPF at elite wealth networking events, private salons, and international donor forums.
4. Strategic Fundraising Leadership
- Partner with IPPF's Chief Development Officer and global leadership to refine and grow the Principal Gifts strategy.
 - Work closely with program teams to develop compelling, data-driven cases for support.
 - Track and report on key fundraising metrics, ensuring alignment with \$10M fundraising goals.

PERSON SPECIFICATION

1. EXPERIENCE

- 10+ years of experience in HNWI/UHNWI fundraising, principal gifts, or major gifts development, preferably in a global nonprofit.
- Proven successful track record of closing principal gifts, personally and as part of a team, and securing transformational philanthropy.
- Strong relationship-building skills, with experience cultivating high-net-worth donors and family foundations.
- Deep knowledge of impact-driven philanthropy, wealth trends, and HNWI/UHNWI donor motivations.
- Exceptional storytelling and proposal development skills, with the ability to articulate a compelling vision.
- Experience engaging family offices, private wealth advisors, and high-profile philanthropists.
- Experience and comfort working in a small- to mid-sized INGO
- Willingness to travel in the U.S. (up to 30% 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. Applications without a cover letter will not be considered. 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.*