

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Technical Adviser for Financial Sustainability		Americas and the Caribbean Regional Office (ACRO)	
Location:	Responsible to:		Date:
Remote location within the region	ACRO Deputy Regional Director		April 2022

1. JOB PURPOSE

Responsible for developing, managing and leading the financial sustainability plan for ACRO member associations and regional led resource mobilization, including donor engagement.

The job holder will act as the Global Income Generation focal point in the region and will leverage expertise from across the Federation to grow both IPPF Secretariat as well as MA-generated income. This position will work directly with the Regional Director and the Director of Strategic Partnerships and Development.

2. KEY TASKS

Donor Engagement

- Responsible for co-creating, developing and delivering the strategy for income generation from all kinds of donors in ACRO, especially those based in the USA and Canada, which include organisations from the civil society, private sector, international agencies, individuals, fundraising systems for individual gifts, managing processes and activities including events and individual engagements with donors.
- Identify, segment, secure and develop funding priorities to position IPPF/ACRO in the top of mind of donors that prioritize the Americas and the Caribbean Region, in particular the North American donor environment, ensuring long-term engagement and giving.
- Create compelling donor engagement and fundraising initiatives in support of ACRO's Strategic Framework, including designing and implementing annual and multi-year donor engagement and fundraising plans; and incorporating planned opportunities into the major and principal donor environment in the USA and Canada.
- Providing donor background briefings and technical support to IPPF Member Associations, enabling Member Associations to foster strong working relationships with donors and position their organisations for further funding.
- Working collaboratively with Member Associations, lead the design and development of high-quality project proposals for restricted funding in line with donor requirements. Provide in-country capacity building support as required.
- Strategically leverage the senior leadership to engage and retain major and principal donors and determine capacity and opportunity to engage with philanthropic partners on new programs and initiatives.

- To align communication and advocacy strategies and action plans with the donor engagement strategy to create a synchronised approach within the donor environment in the region.
- Establish annual targets and metrics to ensure strategic goals are met and successful fundraising campaigns achieved.
- Utilize feedback and data analytics to drive strategy and decisions, developing the case for support across a broad universe of donors.
- Establish a close and proactive relationship management approach with all donors in the region to access greater levels of funding.
- 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.

Financial Sustainability

- 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 lead on the support provided by the regional office for MAs to implement their financial sustainability plans. Explore commercial and/or private sector opportunities and social enterprise models for Member Associations working in collaboration with various teams at IPPF.
- Responsible for developing capacity strengthening and technical assistance activities on donor resource mobilisation for MAs using innovative methodologies, organizing, commissioning and conducting training workshops to Member Associations staff.
- 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 act as a representative for IPPF and ACRO at national and international meetings as required including representing 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.
- 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.

People Management

- Provide direct line management and capacity building support as required to staff and/or consultants working on resource mobilization and financial sustainability.

General

- 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

Post-graduate qualification in Business Administration & Management, Public Relations or equivalent standard of education/experience.

Minimum of 12 years' experience working on donor engagement and managing relationships with donors in the USA, Europe and/or Canada.

5. PROVEN ABILITY

- Significant experience as a senior fundraising professional at leadership level in the US or Canada.
- Significant experience of successful resource mobilisation from development and humanitarian donors.
- Experience leading organizational fundraising strategies and guiding others in implementing fundraising practices.
- Experience in designing and producing professional-grade communication materials.
- Proven experience of building sustainable multi-sectoral partnerships in the Americas and the Caribbean.
- Experience in the use of fundraising database software and database management is essential as are strong IT skills.
- Experience and drive to increase visibility of the organization and our mission through exceptional communication campaigns with a focus on digital.
- Experience providing technical assistance and promoting horizontal learning.
- Previous experience in the sexual and reproductive health and rights sector at a global level, including understanding of the current policy landscape is a plus.
- Experience in the design and implementation of successful financial sustainability strategies in the non-profit sector.
- Strong 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.
- Successful experience on managing change.

- Understanding of political, cultural and socio-economic dynamics across the Americas and the Caribbean particularly on SRHR and gender equality.

6. SKILLS

- Strong entrepreneurial mindset and business and political acumen
- Strong remote working and virtual collaboration skills
- Strong prioritization and organizational skills
- Public speaking and training skills (Mentoring and Coaching). Relationship builder including acting as an organizational representative
- Excellent diplomatic, networking and influencing skills, able to build trust and credibility internally and externally
- Exceptional written and verbal communication, presentation and interpersonal skills
- Results-oriented, dynamic individual who can blend into a multi-cultural environment
- Exceptional analytical skills, data driven, using data and analytics to continuously improve strategy and decision making.
- 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.

- Manage and execute successful donor cultivation
- Work independently and as part of the ACRO Team to set priorities and manage multiple projects simultaneously with competing deadlines
- An entrepreneurial approach and the ability to bring creativity and innovation to inspire colleagues and external stakeholders alike.
- Vision and drive, along with demonstrable experience of developing and implementing strategy across a complex and diverse organizational structure and set of stakeholders grounded in national and local outcomes.
- The stature, intellect and credibility to operate collaboratively at every level in the region including political, professional and grassroot environments.
- 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.