

Development Strategist

Overview:

Ipas works globally so that women and girls have improved sexual and reproductive health and rights through enhanced access to and use of safe abortion and contraceptive care. We believe in a world where every woman and girl has the right and ability to determine her own sexuality and reproductive health.

The Development Strategist works at a country, regional or global level and contributes toward Ipas's efforts to cultivate, solicit, and steward donors in support of Ipas's mission and the priorities of the strategic plan. This includes working with Ipas staff at all levels to build the capacity to pursue and respond to funding opportunities, including competitive bids. The Strategist leads proposal processes (involving project management, writing, and editing) to produce high-quality proposals and other donor documents through collaborative teamwork with individuals from varying units. This position provides indirect supervision and/or coaching to Development Strategists or Associates responsible for proofing and formatting reports and proposals for on time submission.

Responsibilities:

- Provides leadership, expertise, and coaching by working collaboratively with Ipas country program, high-level leadership, and programmatic units to:
 - create and implement fundraising strategies and donor and prospect cultivation plans
 - negotiate funding partnership relationships for large, competitive proposal processes
 - drive project design processes
 - write letters of inquiry and proposals, bids, and other donor communications
 - participate in donor briefings, calls, and visits
 - respond to RFPs and bids
- Manages the process of proposal preparation, review, and submission
- Edits proposals and other donor documents for clarity and accuracy, readability, and professional presentation – presenting them as donor-ready to final reviewer
- Fosters and contributes to a team approach within the unit and with other staff
- Ensures that information related to donor proposals, contacts, and processes are well-documented and accessible to others within the Development Unit and organization as a whole, using various tools and databases according to Ipas Development guidelines
- Performs other duties as assigned

Requirements:

Minimum

- Bachelor's Degree and 5-7 years' relevant experience
- 3-5 years of fundraising, competitive bidding, project and program management, and writing and editing experience
- Working knowledge of Microsoft Office Suite
- Excellent editor with a strong attention to detail
- Excellent organizational, project management, and time management skills
- Superb interpersonal and communication skills
- Excellent written and spoken English skills
- Ability to travel 10%

Preferred

- Experience working in a non-profit organization
- International field experience
- Spanish or French language skills
- Advanced degree
- Working knowledge of donor databases
- Strong writing ability to articulate Ipas's mission and messages clearly and effectively to donors and potential donors
- Strong analytical and strategic problem-solving skills

Please apply at <https://jobs-ipas.icims.com/jobs/1741/development-strategist/job>