

(Sr.) Institutional Giving Manager

Position Summary

The (Sr.) Institutional Giving Manager will play a critical role in securing unrestricted and institutional funds towards achieving IPA's mission and vision. This role will primarily be responsible for stewarding institutional donors, and growing IPA's portfolio of unrestricted and institutional funding from foundations and other granting organizations.

The (Sr.) Institutional Giving Manager will report to the Associate Director of philanthropy and will work closely with the entire philanthropy team to identify, cultivate, solicit, and steward new institutional donors as well as maintain relationships with existing institutional donors. (Sr.) Institutional Giving Manager will also play a key role in identifying new prospects to support IPA's unrestricted revenue goals, including a five-year, \$15 million capital campaign launched in Fall 2023.

Responsibilities

40%

- Develop and expand IPA's existing institutional donor portfolio engagement with support from Philanthropy leadership and other IPA relationship managers.
- Create a comprehensive strategy for institutional funder cultivation and stewardship, including solicitation and retention based on the donor's giving history and capacity.
- Manage funders and prospects relationships on a regular basis and document all actions in Salesforce.
- Design annual fundraising strategy and maintain accurate records of donor/funder outreach and solicitation plans and create reports as required by management that accurately reflect fundraising

40%

- Design and produce development materials and collateral (customized donor proposals, booklets, brochures, signage, etc.), as appropriate with the campaign timeline.
- Plan and lead fundraising and awareness-raising events in collaboration with board members, other senior staff, and researchers.
- Strengthening the team's infrastructure and culture to meet philanthropic partnership and revenue goals.

20%

- Support Philanthropy Team in achieving annual and campaign goals in various aspects, including coordinating online and in-person events targeting current and prospective funders, contributing to the strategy for each event.

Qualifications

Required

- 2-5 years of experience in the philanthropy sector.
- Successful track record in supporting philanthropic plans and programs.
- Strong project management abilities
- Understanding of fundraising best practices and the ability to think strategically with managing relations and stewardship.
- Exceptional written and verbal communication skills, with the ability to effectively position the organization and communicate its vision and plans to a range of audiences.
- Ability to interact effectively with a high degree of professionalism and to forge trusting relationships with institutional funders.
- Experience working effectively and respectfully with colleagues at all levels, and high-level external stakeholders such as high-net-worth individuals and organizational leaders.
- Understanding of the institutional giving landscape.
- Self-motivated, curiosity, learning, and adapting quickly will be essential for doing well in this position.
- Strong ability to manage up and across, collaborative team player, and strong interpersonal skills.
- Excels in activity and project management with a high attention to detail, while mindful of the bigger picture

Preferred

- Ability and willingness to travel to visit funders and prospects.
- Familiarity with non-profit CRM (grants and donor management) is highly preferred

Compensation:

IPA's compensation structure is designed based on the labor market for the specific geographic location where the employee is located. We are offering the following salary ranges for this position:

- (Sr.) Manager is classified as "C3" on IPA's global job structure.
- For US-based employees, the starting annual gross salary is \$77,600 with a maximum of \$85,000
- The salary for locations outside of the US will vary depending on IPA's salary scale ranges for that specific location.

Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, business sector, and geographic location.

Reports to

Associate Director of Philanthropy

Deadline to Apply

Friday, Oct 11, 2024

Location

Washington, DC, and New York, NY

Application Instructions

[Click here to apply now.](#)

About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading

researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

Safeguarding at IPA

At Innovations for Poverty Action (IPA), we are committed to creating a safe and respectful environment for all individuals, particularly children and vulnerable adults. As IPA adheres to strict safeguarding principles, selected candidates will be expected to adhere to these standards. By joining IPA, you become part of a team dedicated to ethical conduct, social responsibility, and meaningful impact in the fight against global poverty. Together, we work to create a better world where everyone has the opportunity to thrive with dignity and respect.

IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class.

IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@poverty-action.org or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to jobs@poverty-action.org. Please note that only qualified applicants will be contacted by the hiring manager