



## VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT WASHINGTON, D.C.

### About PAI

PAI is a global nonprofit organization based in Washington, D.C., that provides grants, advocacy support and strategic guidance to 96 partners and grantees in 33 countries throughout Africa, Asia, Latin America and the Caribbean, to champion policies that put women in charge of their reproductive health. At PAI, we are motivated by one powerful truth: A woman who is in charge of her reproductive health can change her life and transform her community. PAI works with policymakers in Washington, D.C., and our network of global partners to advocate for accessible, quality health care and advance the sexual and reproductive rights of women, girls and other vulnerable groups. PAI champions progressive policies and funding that make sexual and reproductive rights a reality for all. We fight to remove the policy barriers between women, girls and other vulnerable groups and the quality care — including contraception and safe abortion — they need and deserve.

We achieve excellence not by simply representing different identities, but by listening to, understanding and making room for others to thrive. Diversity, equity and inclusion goes beyond representation, and we're committed to creating an inclusive and equitable workplace.

For 56 years, PAI has been at the forefront of global efforts to educate and influence key policymakers in donor countries, low- and middle-income countries and international institutions in order to support expanding access to sexual and reproductive health care services around the world. To learn more, visit [pai.org](http://pai.org).

### Summary

To provide overall leadership for the design and implementation of PAI's development and marketing fundraising strategy in support of PAI's mission to advocate for accessible, quality health care and to advance sexual and reproductive rights of women, girls and other vulnerable groups. Represent and lead in partnership with the president and CEO, build relationships with U.S. and non-U.S. external stakeholders, raise awareness of PAI's mission and promote support for the organization. Key member of the executive team, and active participant in making strategic decisions affecting PAI. Position reports to the president and CEO.

### Essential Duties and Responsibilities

#### Strategy and Leadership

- Conceptualize and collaborate with the vice president of policy and advocacy and leadership team members to conceptualize and develop proposals for new initiatives.
- Develop and implement an integrated strategic donor marketing, development and partnerships plan in collaboration with PAI's communications team to promote PAI's brand identity; broaden awareness of PAI's mission, advocacy efforts and priorities; and increase the visibility of its mission across philanthropic stakeholder audiences.
- Create and cultivate strong interpersonal connections with individuals, foundations, institutions and corporations to build PAI's visibility, impact and financial resources.
- Lead development of a world-class online and traditional fundraising marketing and communications strategy for PAI.
- Develop, integrate and implement a broad range of donor relations activities relative to the strategic direction and positioning of PAI, external opportunities and emerging themes.
- Work with CFO and president and CEO for fundraising forecasting and pipeline updates.
- Establish annual fundraising goals, strategies and metrics to evaluate and measure success.
- Provide regular development reports to senior management and the board of directors.

## Development

- Ensure the creation and implementation of the overall development calendar.
- Oversee management of prospect research, databases, records, files, gift processing and acknowledgements.
- Provide regular development reports to senior management and the board of directors, and participate in senior management team meetings.
- Primary responsibility for establishing and implementing relevant long- and short-term fundraising goals, priorities and infrastructure in consultation with the president and CEO.
- Expand and diversify PAI's donor base/pipeline while working closely with PAI staff to secure funding for new initiatives.
- Design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.
- Work closely with board of directors, and support board members as they take on a more active fundraising role.
- Lead the development team to identify new philanthropic sources based on mutual benefit of social interest and donor involvement activities in alignment with PAI's long-term strategic goals.
- Grow unrestricted funding through a major gifts strategy.
- Formalize a planned giving strategy.

## Integrated Marketing

- Increase the visibility of PAI across key stakeholders' audiences, allowing PAI to cultivate and enhance meaningful relationships with targeted, high-level external audiences, including the philanthropic media and key influencers.
- Serve as an ambassador of PAI, building relationships with philanthropic networks and media that reach donors and guiding integrated marketing campaigns for major giving moments, while advancing PAI's position with relevant constituents, as well as driving broader awareness and donor support for the organization.
- Oversee the development of donor cultivation and fundraising promotional materials in collaboration with the senior director of communications.

## Team Development/Management

- Lead a team of five fundraising professionals, which includes senior director of development, director of individual giving and director of foundation relations, manager of donor communications, individual giving associate, and foundation relations associate.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Mentor and develop staff using a supportive and collaborative approach on a consistent basis.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals and serve as a mentor to staff.

## Qualifications

- Bachelor's degree in business, marketing or related field is required; an advanced degree is preferred.
- 12-plus years of professional experience in a nonprofit organization with demonstrated success in a development function (managing and forging relationships with multiple donor sources).
- Tangible experience of having expanded and cultivated existing donor relationships over time.
- Excellent communication skills, both written and oral.
- Ability to influence and engage a wide range of donors and build long-term relationships.
- Strong organizational skills.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside PAI.
- High energy and passion for PAI's mission are essential.
- Ability to construct, articulate and implement an annual strategic development plan.
- Strong organizational and time management skills with exceptional attention to detail.
- International and foreign language experience a plus.

PAI believes it is strengthened by the diversity of its staff, and welcomes such diversity, including race, gender identity or expression, sexual orientation, age, educational attainment, disability and veteran status. PAI welcomes applications from people of all cultures, backgrounds and experiences, and strongly encourages people of color and persons with disabilities to apply. PAI actively cultivates an institutional culture that reflects the values of respect, equity and inclusion that it seeks to amplify in its work. PAI offers a flexible workplace and a competitive benefits package.

## Compensation:

PAI offers competitive salaries and a comprehensive benefits package that includes health, dental and vision care, direct contribution 403(b) retirement plan, flexible spending account, tuition reimbursement and personal professional development funds.

## To apply:

Qualified candidates should submit a cover letter and resume to [devjobs@pai.org](mailto:devjobs@pai.org). Applications will be accepted until the position is filled.

***Please note: Currently, this position will function as a remote role, but will be based in the Washington, D.C., office when the office reopens.***

Candidates must be authorized to work in the United States.

We are an equal opportunity employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability or protected veteran status.