



Job announcement



Associate Director, Donor Propositions

Location:	New York, NY or remotely from London, UK
Reports to:	Director, Program Services
Contract type:	Full time employment contract
Department:	External Relations (ER) department
Salary:	Competitive salary with interesting benefit package – please ask the recruiter in charge, as salary is dependent on location.

Background/IRC Summary:

The [International Rescue Committee \(IRC\)](#) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work today in over 40 countries and 28 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

The External Relations (ER) department was created in early 2020 and is comprised of 3 main but complementary functional areas: Private fundraising, Communications and Advocacy. The department is in the beginning stages of building a new ambitious strategy that will improve IRC's ability to 'punch above its weight' in private income, advocacy, and brand awareness.

Supporting this endeavor, and an integral part of ER, is the Global Partnerships and Philanthropic Services (GPPS) Unit. Reporting into the VP Global Partnerships and Philanthropy, GPPS consists of functional specialists across a variety of high-value fundraising functions providing all elements of cultivation, support and stewardship to high value donors, partners, and supporters, comprising three pillars: Research, Partner Engagement & Corporate Affairs, and Program Services. Program Services is anticipated to become GPPS' largest sub-pillar and is vested at the nexus of HV fundraising and our operations and programs in the field. This pillar comprises of proposal, proposition and reporting development services, field experiences, and program services and field capacity.



The IRC has a new exciting opportunity within the Program Services team, where you would be part of a team critical to the advancement of our aspirational high-value (HV) goals and vision. As part of this team, you will develop funding and support propositions and impact reports to strengthen the HV teams and to maximize IRC's global fundraising and partnerships efforts. By becoming immersed in IRC's programs, team members can translate that content into compelling donor-friendly language, and individual and blended proposals for financial and non-financial support for IRC's work.

Position Summary

The Associate Director, Donor Propositions will head up and craft the vision of this newly established team. They will be responsible for managing the portfolio of donor communication cases and streamlining the outputs created by a team of content specialists. This role will be vital in creating a 360-degree approach to donor propositions, impact reports and stewardship management.

Major Responsibilities

- Provide mentorship and support to a growing writer's team (currently 3) under direct supervision.
- Advise and lead on written communications to HV donors and prospects, Board and Overseers, and other internal IRC leadership.
- Devise new strategies for packaging work to meet evolving donors, supporters and social investors' needs and providing the right support to fundraisers to pursue all types of donors, supporter or social investors.
- Develop a library of standardized language, templates, proposals and reporting metrics to work across global audiences.
- Ensure consistency and standardization of services across high value teams.
- Manage a portfolio of donor communication cases, ensure workload is shared evenly across team members, and proactively improve the new team's processes and ways of working.
- Build a comprehensive and results-oriented method to donor proposals, impact reports, and stewardship management.
- Establish the new team's directive and evolve and promote the new service offer across the IRC; to include new business, multi-year partnerships and big bets.
- Work with IRC's senior leadership, program staff, and relevant colleagues across External Relations to create compelling cases for philanthropic investment, non-financial and advocacy support, and engagement opportunities for donors at the highest levels.
- Work collaboratively with peers and colleagues across programs to stay up to date on IRC programs, global events, and trends impacting the humanitarian sector and the lives of our beneficiaries.
- Cultivate and deepen positive relationships with colleagues in program offices to ensure smooth and transparent communication.
- Acts as a thought partner, working collaboratively with HV fundraisers to develop short and long term communication plans for global partners across all HV portfolios



Position Requirements

- 6-8 years progressive experience in non-profit fundraising from private sector major donors, corporations, and/or foundations, with a focus on proposition and proposal development and impact reporting for 6-figure+ gifts. Experience with technical and foundation donors is a must.
- Experience managing like-minded teams.
- Ability to translate technical information into tailored partnership communications that clear purpose and demonstrate impact for philanthropic investment.
- Ability to conceptualize strategically and creatively and produce strong, clean, compelling donor communications that reflect the partner's philanthropic goals.
- Expertise in fact checking, editing, and proofreading.
- Previous nonprofit experience: solid knowledge of individual, foundation, and corporate fundraising contexts; familiarity with the work of an international non-governmental organization required.
- Excellent interpersonal skills and the ability to lead and develop a team.
- Proven track record of coordinating across teams/functions and collaborating adaptively with professionals across the organization.
- Excellent organizational skills, including the ability to work independently, under pressure and handle the details of multiple initiatives simultaneously without losing sight of broad goals.

Working Environment: Standard Working Environment. Remote working may be required.

How to apply

To apply for the post, please send a letter of application stating the skills and approach that you would bring to this specific post along with your resume/CV by email to Karem Armstrong at karem@darylupsall.com.

Please ensure that documents are sent with the titles "**your name cover letter**" and "**your name CV**" and state "**IRC- Associate Director, Donor Propositions**" in the email subject line. Please do let us know, in your covering email, where you found out about the post.

This position will be evaluated in a rolling process, please apply as soon as you can.

Final deadline for applications: Sunday 26th September 2021

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

Standards of Professional Conduct: The IRC and IRC workers adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, Equality and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.



CONSULTING | RECRUITMENT

Daryl Upsall International actively promotes equality, diversity and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability or sexual orientation.