



**Job Title:** Senior Coordinator – Strategy and Development

**Location:** New Delhi

**Reporting to:** Senior Director – Strategy and Development

Ipas Development Foundation (IDF) has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public and private health systems to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception.

Visit us at: [www.ipasdevelopmentfoundation.org](http://www.ipasdevelopmentfoundation.org)

### **Who are we looking for?**

The Senior Coordinator contributes to IDF's efforts to identify, cultivate, solicit, and steward donors in support of our mission and the priorities of the strategic plans. The coordinator works collaboratively with staff at all levels from various departments and states.

We are looking for a dynamic and self-motivated professional with:

#### **Minimum**

- 2-4 years of experience of fundraising, proposal writing and editing experience.
- Outstanding writing skills and ability to articulate IDF's mission and messages clearly and effectively to donors and potential donors.
- Excellent editor with strong attention to detail.
- Strong analytical and strategic problem-solving skills.
- Strong working knowledge of Microsoft Office.
- Ability to travel up to 10%, as may be needed.
- Excellent written and spoken English skills.
- Master's degree from a reputable institute.

#### **Preferred**

- Familiarity with reproductive health and human rights issues in diverse/global contexts.
- Competitive bidding experience.
- Working knowledge of donor databases and philanthropic information.
- Excellent organizational, proposal management and time management skills.

## **What would you be expected to do?**

### **New Opportunities**

- Utilize in-depth strategic thinking and analysis to develop strategies aimed at increasing IDF's likelihood of winning targeted funding streams.
- Identify, screen, research, and monitor institutional donors using the most up-to-date online databases and other resources (ex. tax data, philanthropic publications), share findings with relevant staff, summarize findings in fundraising database.
- Search databases, newsletters, websites, and social media for open calls for competitive funding opportunities.

### **Proposal Coordination**

- Work with teams to collaboratively manage complex donor proposal processes, including establishing and tracking timelines, managing proposal review, and clearly communicating with team members about their roles throughout processes.
- Compile technical information from various teams and conduct research to produce compelling, well-structured proposals, in line with donor guidelines.
- Write and edit concept notes, proposals, letters of inquiry, bids, and other donor communications focusing on clarity and accuracy, readability, and professional presentation - presenting them as donor-ready to final reviewer.
- Anticipate renewal requests and track proposal deadlines for a portfolio of donors.
- Provide proposal follow-up support (requests for no-cost extensions, proactive communications with donor representative, facilitates contract review, etc.). As requested, reviews donor reports during project implementation.

### **Other Duties**

- Ensure that information related to donor proposals, contacts, and processes are well-documented and accessible to others within the organization.
- Through engagement with cross-functional teams, external partners, and donors serve as a valued partner representing the Development Department.

## **What is it like working for IDF?**

- Thriving work culture
- Rated among India's Best NGOs to work for by Great Place to Work Institute since 2017
- Twice in the elite list of India's Great Mid -size Workplaces.
- Recognized as India's Best Workplaces™ for Women three times in a row.

We are proud of our work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning.

Please feel free to connect with us at [hr-india@ipas.org](mailto:hr-india@ipas.org) to know more.

**To apply:**

Interested candidates with relevant experience may e-mail their CV and covering letter (along with current/ last drawn salary and expected salary) to [hr-india@ipas.org](mailto:hr-india@ipas.org) by 10<sup>th</sup> February 2024.

**Please note:**

- IDF is an Equal Opportunity Employer.
- IDF's recruitment and selection procedures reflect the organization's commitment to the safety and protection of children in the organization's programs. All employees & consultants are expected to uphold this commitment.
- Women candidates are encouraged to apply.
- We follow hybrid model at our Delhi office.