**JOB TITLE: Development and Communications Associate**

**TEAM: Development / Communications**

**SUPERVISOR’S TITLE: Director of Development and Director of Communications**

**DEADLINE TO APPLY: April 11, 2014**

**ABOUT US:**

IPPF/WHR is a recognized leader in the international movement to ensure access to sexual and reproductive health care as a human right for all. In partnership with 40 Member Associations in the Americas and the Caribbean, we provide nearly 33 million services a year and work to secure government policies that improve people's lives.

IPPF/WHR pioneered the introduction of family planning services in Latin America and the Caribbean. We developed innovative and effective strategies for meeting the sexual and reproductive health needs of women, men, and young people in the region. IPPF/ WHR continues to respond to the tremendous need for contraceptive services, while also addressing a range of issues that have an impact on sexual and reproductive health, such as HIV/AIDS, gender-based violence, and unsafe abortion. Learn more at www.ippfwhr.org.

**Position Summary:**

IPPF/WHR is looking for a dynamic and driven Development and Communications Assistant who thrives in a fast-paced environment to support our two teams in an exciting growth phase.   The Assistant will work with staff on a variety of projects, including direct mail solicitations and online fundraising/communications, for the Latin American and Caribbean division of the world’s largest nonprofit sexual and reproductive health and rights organization.

**Responsibilities include**:

**Direct Mail and Online Fundraising:**

* Support implementation of online fundraising strategy as directed
* In alignment with Direct Mail and Online programs, implement business rules and processes for DM and Online donors.
* Run queries, reports and other analytics from Raiser’s Edge, as needed
* Run queries, reports and other analytics—and schedule mailings- in Salsa, as needed and work with the development office to segment and regularly update donor lists in the Salsa database.
* Data entry for Direct Mail and Online Fundraising programs
* Maintain database hygiene and assist with tracking goals, strategies and interactions in database for DM and Online donors.
* Provide additional support when needed at peak times (*October to January*)
* Support Direct Response Officer in development and implementation of strategy for specific donors groups as identified by Direct Response Officer

**Communications Department Support:**

* Update media contact list and regularly track media mentions.
* Assist in maintaining and organizing the image and content library, as well as the publications archive.
* Assist in research on as-needed basis.
* Provide support at conferences and other events as needed.
* Maintain publications archive and storage facilities.

**General Administrative Support:**

* Manage Dev. and Comms Department budgets; Manage and track expenses, payments and invoices; vendor relationships and requisitions.
* Assist with donor travel program (to see the work at the field level) as necessary
* Reconcile all payments for services to vendors and sub-vendors.
* Participate in meetings with relevant vendors for communications and development, and maintain the solicitation calendar as well as the joint comms and development calendar.
* Accurately monitoring the purchase orders submitted to Finance for timely distribution
* Administration of employee corporate credit card payments, travel requisitions, reimbursement and payment authorizations
* Coordinate travel for Development and Communications teams
* Provide support for Power Point presentations
* Schedule meetings/conference calls
* Other support as needed

**Position Requirements:**

* 2+ years of experience in nonprofit communications/fundraising
* Spanish fluency
* Bachelor's Degree, or equivalent combination of education and experience.
* Excellent skills with Office (Word, Excel, PowerPoint)
* Experience with fundraising databases, preferably Raiser’s Edge.
* Experience with data reporting.
* Familiarity with online content platforms such as pintrest, facebook, twitter, indiegogo, youtube and other charitable giving sites.
* Ability to manage multiple tasks with short deadlines with a good sense of prioritization and skill.
* Excellent interpersonal, verbal, and written communication skills. Excellent customer service skills.
* Ability to work in a fast-paced environment with competing priorities.

**Desired Skills and Experience:**

* A positive attitude and strong work ethic. A collaborative and professional team spirit.
* Ability to manage multiple unrelated projects and tasks.
* Experience interacting and working with diverse staff, donors, and the media.

**LOCATION: New York**

**COMPENSATION :** $45,000 - $47,000

*Compensation is commensurate with experience. Employees are provided with an excellent benefits package.*

**TO APPLY:**

Please send your resume and cover letter to Barry Goldklang, Director of Human Resources, at bgoldklang@ippfwhr.org.

*Only candidates selected for interviews will be contacted. No phone calls, please.*

*IPPF/WHR is committed to equal opportunities and cultural diversity. Applications are encouraged from people living with HIV/AIDS.*