



Empowering all people
to make informed choices
and lead healthy lives



Manager, Foundations and Grant Relations

Washington, DC



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High-Quality, Affordable Healthcare

Planned Parenthood is dedicated to providing high-quality reproductive and related healthcare, delivering educational programs that promote healthy sexuality, and protecting the right of individuals to make personal health decisions. Located in the nation's capital, Planned Parenthood of Metropolitan Washington (PPMW) is ***an anchor for care throughout the region and a model across the country***. For more than 80 years, PPMW has responded to the changing needs of the communities it serves and the ever-shifting political winds in the region. PPMW is many things to many people:

- ❖ Many women, men, and young people consider PPMW their ***provider of choice*** for high-quality reproductive healthcare that values them as individuals and treats them with compassion. 1 in 5 women has visited a Planned Parenthood in their lifetimes.
- ❖ Many patients rely on PPMW as their ***sole medical provider***. They come to PPMW to learn how to navigate an uncertain and continuously evolving healthcare environment and return because it provides quality health care without judgement.
- ❖ The region relies on PPMW to provide ***honest, comprehensive sexual education*** to young people to mitigate epidemic levels of sexually transmitted infections (STIs) and one of the country's highest teen pregnancy rates. PPMW has helped reduce teen pregnancy by 56% since 1992.
- ❖ PPMW's supporters rely on the organization to ***stand as an advocate*** at the forefront of the movement protecting reproductive freedom and access to care.



Goals for 2020

PPMW is launching an exciting set of initiatives that will help set new standards of care in the face of continued instability in national commitments to ensure equitable healthcare access for all. In fall 2019, PPMW launched ***primary care services*** to fill the gap in access to high-quality, affordable healthcare that Planned Parenthood has always been known for. With services ranging from diabetes to advanced HIV treatment, this expansion promises to help individuals struggling at the edges of the healthcare system to manage chronic conditions and live the healthiest life possible. Additionally, PPMW offers ***gender-affirming hormone therapy*** for patients 18 and older to the full spectrum of healthcare services already offered to transgender people. These services help many people bring their bodies and appearance into alignment with their gender identity. PPMW's reproductive healthcare services will also grow with the introduction of the ***Contraceptive Equity Fund***—a campaign created to offer patients financial assistance in choosing their preferred birth control method, no matter the cost. This campaign has helped protect contraceptive access from political attacks and religious objections and enabled women to use highly effective birth control methods that have shown the potential to sharply reduce unplanned pregnancies.



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*...exceptional services
honest education
fearless advocacy.*

PPMW's goals require the continued enhancement of a sophisticated development program that engages a diverse array of supporters throughout the metropolitan Washington region. PPMW seeks a Manager of Foundation and Grant Relations to contribute to this effort.

The Manager reports to the AVP of Development and is a vital member of the Development Team, responsible for working with the AVP to advance relationships with private foundations, corporate partners, and government agencies. This writing-intensive, comprehensive role coordinates PPMW's internal systems to steward and cultivate institutional donors; ensures the timely development, submission, and management of grant and sponsorship proposals; and applies best practices for funder tracking, acknowledgement, and reporting.

Specific responsibilities include:

- ❖ Plays a significant role in helping department to meet \$1.2M fundraising goal from institutional donors, with a minimum of 20% of annual funding awards from new sources.
- ❖ Coordinate all PPMW grant management activities, including meetings, prospect research, RFP preparation and submissions, proposal development, deadline management, reporting requirements, and stewardship.
- ❖ Provide top-quality stewardship to institutional donors who invest in PPMW each year; provide personalized outreach and invitations to relevant events and experiences, coordinate sponsor recognition efforts with the Communications team, and ensure timely and accurate processing of all grant-related documents.
- ❖ Work with the AVP of Development to identify and cultivate new funders, create timely and compelling asks, and ensure proposals align funders' interests with PPMW's strategic goals.
- ❖ Work with the Education and Finance departments to develop proposals and reports that accurately reflect programmatic priorities, needs, results, and lessons learned.
- ❖ Effectively utilize Raisers Edge Enterprise and NXT tools for donor and volunteer management and for tracking and analyzing historical data on donor relationships.
- ❖ Execute the proposal submission process for event sponsorships to support signature programs, such as the Annual Gala and other PPMW events.



The Candidate

PPMW is looking for an accomplished business writer with 2-4 years of experience. The successful candidate will share PPMW's high standards for donor stewardship and have a record of proactive engagement of institutional supporters through site visits, meetings, calls, and events. S/he will combine these skills with a commitment to PPMW's mission of expanding access to high-quality, affordable reproductive healthcare.

Background

- ❖ 2-4 years of experience in business writing; some experience in proposal writing preferred. Experience in grant management and corporate partnerships desired; substantive volunteer experiences focused on grant writing and grant management is a plus.
- ❖ Bachelor's degree is required; a relevant advanced degree is a plus.

Skills and Accomplishments

- ❖ Excellent writing skills, including the ability to turn programs into compelling value propositions and to edit the writing of others.
- ❖ Demonstrates thoroughness and rigor, displays outstanding project and deadline management skills.
- ❖ Demonstrated ability to steward positive relationships with organizational partners who contribute to the proposal and reporting process.
- ❖ Experience identifying the giving priorities of private foundations and of developing successful proposals that align them with organizational needs.
- ❖ Comfort and polish in dealing with senior executives.

- ❖ Meaningful prior experience with donor database/CRM software is required (Raiser's Edge expertise strongly preferred), as well as high degree of proficiency with MS Office, especially Word and Excel.
- ❖ Working knowledge of family planning and public health issues is useful but not required.

Leadership and Work Style

- ❖ Relentless initiative and drive to manage priorities independently.
- ❖ Desire to be part of a fast-paced, high-energy, and collaborative team of high-performing development professionals.
- ❖ Capacity to make sound, ethical, independent judgments, sometimes on the fly.
- ❖ Ability to work in a diverse environment with people of many backgrounds.
- ❖ Commitment to advancing Planned Parenthood's mission and ability to enthusiastically engage current and potential donors in that mission, both verbally and in writing.
- ❖ Equanimity and focus in the face of controversy.
- ❖ Ability and willingness to work some evenings and weekends and to travel locally.





Questions, resumes, and CVs should be sent to
search@driconsulting.com

All first-round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

Planned Parenthood is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.



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