

PAI



Associate Director of Foundation Relations Location: Washington, DC

DRi Waterstone
HUMAN CAPITAL

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About Us

Advancing the Right to Essential Healthcare and Body Autonomy

PAI is a nonprofit civil society organization based in Washington, D.C.. Founded over 50 years ago, PAI works to advance sexual and reproductive health and rights for all people through U.S. and global advocacy, partnerships with multisectoral institutions and the funding of community-based organizations across Africa, Asia, Latin America and the Caribbean.

PAI envisions a world where all people can fully realize their sexual and reproductive health and rights to achieve health equity, economic well-being and gender equality. They believe that equitable progress for sexual and reproductive health and rights is central in achieving urgent and sustained gains for the health, equality and prosperity of women, youth and at-risk communities around the world.

PAI advocates on the global stage and works with policymakers in Washington, D.C., to drive supportive and expansive U.S. foreign aid and policy for sexual and reproductive health care. They also provide flexible funding and strategic and technical advocacy support to more than 120 community-based organizations in over 36 countries so local advocates can advance sexual and reproductive health investment and policy priorities in their own countries and communities. PAI achieves excellence not by simply representing different identities, but by listening to, understanding and making room for others to thrive. Diversity, equity and inclusion go beyond representation, and they're committed to creating an inclusive and equitable workplace.

PAI has embarked upon a new era of impact and excellence. They are committed to sharing their strengths, elevating the achievements of peer civil society organizations around the world and using evidence, data and policy insights to hold U.S. and global decision-makers accountable. Despite the threats to sexual and reproductive health and rights in the United States and around the world, they know the power of advocates and are excited to bring on new team members who are inspired by community-led advocacy, accountability and collective action to demand, protect and advance sexual and reproductive health care for all.



About Us

Global Impact in Action

PAI works to advance universal access to sexual and reproductive health and rights through advocacy, partnerships and funding of changemakers.

Nearly \$7.3 million in grants, advocacy support and strategic guidance

36 countries throughout Africa, Asia and Latin America and the Caribbean

120 partner advocacy organizations





The Opportunity

PAI seeks a strategic and motivated Associate Director of Foundation Relations.

The Associate Director of Foundation Relations will develop and manage a portfolio of foundation funders aligned with the mission and strategic plan of PAI. The Associate Director of Foundation Relations must be a highly motivated self-starter with a strong work ethic, excellent interpersonal and communication skills, excellent grant writing skills, patience under pressure, demonstrated resilience despite donor strategy shifts and a deep passion for our mission.

Responsibilities:

Portfolio Management:

- Working with the President & CEO, establishes measurable goals to increase fundraising results that are both aspirational and achievable.
- Identify, cultivate, and steward a portfolio of foundation donors and prospects, with an emphasis on identifying new prospects to grow the portfolio during year 1.
- Lead the development of highly competitive concept notes, letters of inquiry, and full proposals, working closely with programmatic staff.
- Serve as a lead strategist in translating the goals and strategies of PAI programs into a desirable framework for foundation funders.

Proposals:

- Ensure the submission of timely foundation proposals, budgets, and reporting.
- Compile supporting documentation for completed applications to ensure that proposals and grant deliverables, budgets, and required organizational documents are submitted in full compliance with the proposal guidelines and that grant deliverable deadlines are met.
- Monitor proposal and reporting deadlines and manage submissions.

Financial and Administrative Management:

- Work closely with finance staff to draft and monitor project budgets and staffing implementation plans for proposals.

Reporting:

- Collaborate with the Evidence and Learning team on measuring achievable metrics to report to foundation funders.
- Liaise between Program teams and the Development team on reporting out to donors.



The Candidate

Skills and Experience:

- Bachelor's degree in business, marketing or related field is required.
- A minimum of 5-7 years of work experience in a Development department with a minimum of 3 years experience in SRHR, gender equality, women's health foundation fundraising and a proven track record of successfully securing grants from foundations.
- Strong knowledge of the SRHR, gender equality, women's health foundation landscape, including an understanding of different types of foundations, their funding priorities, and grantmaking processes.
- Desire and demonstrated track record in building and establishing relationships with foundation donors and
- Strategic thinker with the ability to align fundraising strategies with organizational goals.
- Demonstrated ability to build trust and effective relationships with foundation partners at all levels and to engage diverse stakeholders to coalesce around shared goals and objectives
- Excellent written and verbal communication skills, with the ability to craft compelling grant proposals and reports.
- Expert eye for project management and ability to manage multiple priorities and deadlines.
- Expertise in grant budgeting (required)
- Strong CRM experience (ideally in Salesforce) (preferred)
- An entrepreneurial approach, with a passion for tackling complex problems and a high level of comfort with uncertainty and experimentation
- A desire and ability to track the results and impact of our work
- Tangible experience of having expanded and cultivated existing foundation donor relationships over time.
- Ability to influence and engage a wide range of donors and build long-term relationships.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Enthusiastic of keeping abreast of current foundation landscape, strategies, and conferences and events where foundation donors are present while tracking new and emerging ideas for potential PAI partnership.
- Ability to work independently without close oversight but also a team player who will productively engage with others at varying levels of seniority within and outside of PAI.



Applications should be submitted at
<https://driwaterstonehc.com/position/associate-director-of-foundation-relations-pai>

All first-round interviews for this position will take place via video conference with DRiWaterstoneHC.

DRiWaterstone is a women-founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.

Compensation:

Pay range: Annual salary range of \$115-\$125K depending on experience. The range listed is one component of the total compensation package for employees.

Equal Opportunity Employer:

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 all 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.