

# Job Framework:

Manager of Grants and Philanthropic Partnerships



## General role information

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| <b>Job Title:</b>             | Manager, US Trusts & Foundations (US Office)      |
| <b>Reporting to:</b>          | Director, Global Trusts & Foundations (US Office) |
| <b>Location:</b>              | Washington, DC                                    |
| <b>Cost Center:</b>           | 62243                                             |
| <b>Budget Responsibility?</b> | No                                                |
| <b>Direct Reports?</b>        | Yes                                               |

## Introduction:

Women are incredible. That's the motivating idea behind everything we do at MSI United States, a US 501(C)(3) that supports MSI Reproductive Choices, an international non-governmental organization (INGO). We're on a mission to become the world's largest INGO focused on women's empowerment, and we're doing it by making reproductive choice accessible for everyone who wants it. Our role in the US is to find more donors at every level of giving who agree that women should have the right and the ability to decide for themselves if and when to have a child. We need expert fundraisers, marketers, digital innovators, and more to join our growing team and fight for women to take control of their bodies and lives.

## The Role

The Manager, US Trusts & Foundations manages MSI US's diverse donor portfolio and plays a key role in MSI US's donor stewardship and fundraising efforts for foundations big and small. The Manager leads on coordinating grant approvals and donor reports in collaboration with country programs and MSI's International Operations, Finance, and Technical Services Departments to ensure accurate and thorough review of narrative grant reports and updates, budgets, and spending.

The Manager, US Trusts & Foundations reports to the Global Director of Trusts & Foundations and is part of the Philanthropic Partnerships team. This position will work with colleagues across the organization, including team members in the 36 countries where we provide services. This is a full-time role based out of the Washington, DC office with the possibility of remote work for exceptional candidates, and occasional travel to DC is required.

## Key Responsibilities

### *Grants and Philanthropic Partnerships*

- Manage the MSI US portfolio of 35+ institutional grants with current and new US-based private foundations, including leading on the delivery of high-quality reports and proposals and routine communication with donors.
- Coordinates grant approvals and donor reports in collaboration with country programs and MSI's International Operations, Finance, and Technical Services Departments to ensure accurate and thorough review of narrative grant reports and updates, budgets, and spending.
- Manage the US proposal development process in partnership with the Senior Director of Philanthropic Partnerships, coordinate the proposal development, program design, and submission process for \$60m+ in annual funding; the development of the technical and cost strategy; ensuring that the process adheres to MSI procedures and requirements; and supporting reviews to ensure proposals are responsive to donor requirements and MSI's high-quality standards.
- Oversee implementation of procedures related to the receipt of grants including review of contractual documents by MSI's Legal & Compliance team, generation of funding codes, and communication of grant receipt to country programs.
- Maintain the use of Customer Relationship Management (CRM) systems including tracking funding opportunities and grants data entry, tracking of donor report schedules and submissions, and tracking of grant payments for foundation donors.
- Proactively support the US development team's engagement with current and prospective donors by staying abreast of internal MSI case studies, publications, and other developments in addition to global news articles of interest and updates. In collaboration with the Senior Director of Philanthropic Partnerships, develop an engagement strategy for current and new donors with the aim of increasing funding.
- Proactively build relationships with key stakeholders across MSI to facilitate cross-team collaboration and effectively utilize all in-house resources.
- Strengthen processes and procedures related to fundraising, donor relationship management, and communication within MSI US and with other key departments within MSI globally.
- Identify funding needs in collaboration with MSI Program Officers and Country Programs and work to secure funding from US-based donors to meet these needs.
- Contribute to the execution of the MSI US fundraising strategies by supporting as needed with developing new ideas and opportunities, engagement strategies, meeting planning and event support, and ensuring strong follow-up.

*Other duties as assigned.*

### **Key performance metrics and targets:**

- Ensures 100% on-time submission of donor reports and proposals.
- Manages ~35 grants valued at \$60m+ and ensures they are on budget and delivering against agreed key performance indicators
- Supports and/or leads high quality proposal development for 10-12 proposals per year according to donor requirements.

## Experience

- Minimum five to seven (5 – 7) years of experience in fundraising and/or project management with/from US foundations.
- Bachelor's degree in a relevant field such as nonprofit management, international development, public health, or business administration. Advanced degree or equivalent experience preferred.
- Experience working in international program management, business development, or international development. Experience in international health and with US foundations and donors preferred.

## Skills

### *Required*

- Outstanding English writing skills required. Must also have excellent oral and presentation skills. Foreign language skills (especially French and/or Spanish) preferred.
- Strong project management skills, including managing complex projects with multiple stakeholders, managing multiple priorities, meeting deadlines, and delivering high-quality work.
- Proven relationship-building skills and ability to work collaboratively and effectively in cross-cultural settings and with a wide variety of organizations.
- Must be detail-oriented and highly organized.
- Demonstrated ability to manage a heavy and fluctuating workload.
- Exceptional problem-solving abilities and ability to perform gracefully under pressure.
- Solid analytical skills and ability to present complex concepts in clear and concise formats.
- Strong computer skills. Knowledge and experience of donor databases preferred.
- Ability to work independently and as part of a team, collaborating with colleagues across different departments and time zones.
- Commitment to MSI US' mission and values, including a deep understanding of and respect for women's rights and reproductive health.

### *Preferred*

- Experience working in the reproductive health and/or family planning sector.
- Experience working in the Global South and/or working closely with people living in the Global South.

## Personal Attributes

- MSI exists to provide women and girls with access to contraception and safe abortion so they can achieve their goals and dreams. We have an unwavering commitment to reproductive choice, and our team members do whatever it takes to ensure that every woman can choose if and when to have children. We also put our clients at the center of everything we do and offer each client personalized services based on their individual needs. Qualified candidates for this position will unwaveringly support and embrace our mission, vision, and values.
- Our dedicated professionals are enthusiastic, adaptable, empathetic, and positive. They thrive in an atmosphere of dynamic challenges in their work, are personally motivated to succeed, and enjoy being part of a global team working to make a difference in women's lives around the world. Confident, resourceful, and action-oriented, our people are focused on delivering high-impact programs in collaboration with our donors to ensure our clients around the world receive the highest quality services.
- We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully.

## Our Values

**Mission Driven:** With unwavering commitment, we exist to empower women and men to have children by choice, not chance.

# Job Framework:

## Senior Manager of Grants and Philanthropic Partnerships



**Client-Centered:** We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

**Accountable:** We are accountable for our actions and focus on results, ensuring long-term sustainability and increasing the impact of the Partnership.

**Courageous:** We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions, and challenge others in line with our mission.

**Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

**Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.