



SCOPE OF WORK

Department: External Relations and Resource Development
Location: Arlington, VA
Position: Vice President for External Relations and Resource Development
Reporting to: President and CEO

ORGANIZATION:

The International Foundation for Electoral Systems (IFES) advances democracy for a better future. We collaborate with civil society, public institutions, and the private sector to build resilient democracies that deliver for all. As the global leader in the promotion and protection of democracy, our technical assistance and applied research develops trusted electoral bodies capable of conducting credible elections; effective and accountable governing institutions; civic and political processes in which all people can safely and equally participate; and innovative ways in which technology and data can positively serve elections and democracy. Since 1987, IFES has worked in more than 145 countries, from developing to mature democracies.

The greatest assets of IFES are our team members of which there are approximately 600 full time employees and consultants. IFES offers competitive benefits and pay, as well as the opportunity to work in a dynamic and collaborative environment. Every member of the IFES team is responsible for carrying out the mission of IFES and integrating IFES values into their work every day: Commitment to Excellence, Effective Communication, High Quality Decision-Making, Accountability, Teamwork and Collaboration.

As a global, non-partisan, nonprofit organization based in Arlington, Virginia, IFES is registered as a 501(c)(3). It currently operates on an annual budget of approximately \$80 million. Over 90% of its funding comes from governments, with the majority (70%) of that coming from USAID and the U.S. State Department.

PRIMARY POSITION FUNCTION

The Vice President for External Relations and Resource Development will report to the Chief Executive Officer (CEO)/President and serve on the five- person Executive Leadership Team, Senior Leadership Team, and the Development Committee. The Vice President will work collaboratively across the organization to develop and implement IFES's strategic plan and targets for financial growth and influence, and strengthen IFES's position as a thought leader and clear choice for implementing programs in the democracy, human rights, and governance space.

The Vice President will provide strategic direction, organizational process building, and then oversight to the External Relations and Resource Development department.. The incumbent will oversee three teams within the department: business/resource development, strategic communications and advocacy on a daily basis, and directly manage the Director for Strategic Communications and Advocacy and the Director of Development. S/he must be a seasoned leader who (75% of her/his time) drives the attainment of increased funding sources for projects and studies and initiatives throughout the institution while strengthening external relations with funders and other democracy building partner organizations. The balance of her/his time (25%) will be devoted to overseeing centralized outreach targets to include the core responsibilities of the communications unit to include: brand management, digital media and core organizational communications.

POSITION SCOPE:

As a member of the Executive Leadership Team, the VP will guide the organization as it evolves within a dynamic programming, information, and business environment, and position IFES as a leader in the field of democracy and governance program implementation. The VP will develop and oversee a strong and sustainable business model that advances program innovation and technical leadership around the world and lead IFES's revenue generation strategy and implementation. She/he will set standards for excellence and uphold best practices in business development and strategic communications and advocacy in a decentralized world-wide operation that implements activities on a global, regional, and country level and in an array of operating contexts.

The VP will ensure the completion of Department tasks in a timely manner and within the allocated budget. She/he must be capable of effectively prioritizing and balancing needs across the organization while providing creative, effective and compliant solutions to business development, strategic communications, and advocacy challenges.

As the External Relations and Resource Development Department works in close partnership with every unit of the organization, the VP diplomatically manages and maintains collaborative working relationships with staff at all levels, the President and CEO, the Board of Directors, external audiences, and other relevant stakeholders.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- *Institutional Competitiveness and Sustainability*
 - Provide leadership, strategy, planning, and cross-institutional coordination for fundraising and revenue generating activities, establishing and monitoring goals for institutional resource development.
 - Identify critical challenges to business/resource development, strategic communications and advocacy to direct organizational response.
 - Integrate market and competitor intelligence into business/resource development and communication and advocacy strategies, planning, and decision-making.
 - Advise leadership on development aid and donor policy changes impacting organizational sustainability and adaptive measures required to maintain and grow revenue.
 - Work across the organization and with decision-makers, donors, and strategic partners to advance IFES' strategic business interests and competitiveness.
 - Conceptualize and execute strategic messaging and market positioning to best showcase IFES's institutional impact and its unique thought leadership and technical capacity.
 - Ensure the effective flow of information internally and externally regarding the direction of strategic business development, emerging trends, and external influences impacting growth.

- *Institutional Competitiveness and Sustainability*
 - Provide leadership, strategy, planning, and cross-institutional coordination for fundraising and revenue generating activities, establishing and monitoring goals for institutional resource development.
 - Identify critical challenges to business/resource development, strategic communications and advocacy to direct organizational response.
 - Articulate the organization's strategic vision and direction for growth and work with leadership and across teams at HQ and in country offices to achieve growth targets.
 - Advocate for and oversee resource allocations for global business development, strategic communications and advocacy in line with strategic priorities, Board approved targets and executive expectations.
 - Orient and drive the organization's business development practice toward the attainment of institutional growth targets.

- *Management*
 - Uphold IFES Business/Resource Development, Strategic Communications & Advocacy procedures and processes; approve decisions affecting business development and strategic communications and advocacy policies, directions, and resources.
 - Lead the integrated business development, strategic communications, and advocacy team, including the day-to-day management of the Director of Development and Director of Strategic Communications and Advocacy.
 - Serve as a member on the Development Committee and vet bid/no-bid requests to make decisions about which business opportunities IFES will pursue.
 - Drive quality assurance and accountability throughout the organization for business development, strategic communications and advocacy performance.
 - Establish and lead processes for managing and overseeing advocacy, business development, and communications functions within a decentralized environment.

- *Business/Resource Development and Donor Diversification*
 - Lead across departmental boundaries at HQ and more strategically involve country teams to:
 - Innovate approaches to funding diversification, and
 - Develop and execute strategies to cultivate, solicit, and steward new funding prospects.
 - Collaborate with the Executive Team, and the Board of Directors and its Development Committee to conceptualize and execute strategies to expand and strengthen diversification efforts including corporate partnerships, and other private fundraising initiatives to potentially include foundations and major individual donors

- *Partner Outreach and Engagement*

Working in concert with the Executive Team:

 - Lead the development of strategic partnerships with high level contacts to implement strategies that advance IFES' reputation, brand, and business interests and respond to current market realities.
 - Cultivate and maintain strategic relationships with current and prospective donor HQs and high-level decision-makers in the public and private sectors.
 - Lead strategic outreach and positioning vis-à-vis donor HQs, foundations, and corporate liaisons.
 - Represent IFES as a primary spokesperson on issues central to institutional growth.

- Leverage the business/resource development, strategic communications and advocacy value of IFES' legacy events, membership in global networks, and other high impact opportunities for engagement.

EXPERIENCE AND REQUIRED KNOWLEDGE:

- Strong overall knowledge of international nonprofit funding systems and processes from government sources.
- Working knowledge of, and direct experience working with, U.S. and other government donors. Specific experience with USAID acquisitions and assistance funding highly desired coming from another competitive grantee organization or from within a current government grantor.
- Proven experience leading revenue growth and funding diversification for a large non-profit or international NGO.
- Extensive experience leading and managing teams, cross-cutting initiatives, and organizational change.
- Prior experience with strategic planning, personnel management, and special initiatives in international development environments.
- Ability to quickly become conversant in the organization's line of work and to communicate with all relevant stakeholders.
- Ability to effectively and efficiently manage his/her team, and collaborate across the organization.

EDUCATION REQUIREMENTS:

B.A. degree in foreign affairs, political or other social science, development, or related field.

PERSONAL SKILLS AND ABILITIES:

The successful candidate should possess:

- An excellent character, including the highest standards of integrity, ethics and honesty.
- A superb business acumen, with the ability to deeply analyze and assess specific tactical business issues and while operating at a high strategic level.
- Executive presence in order to lead discussions and clearly communicate programmatic information to all partners (Board, staff and stakeholders) and across all functional disciplines with an ability to explain complex information coherently.
- Adeptness at multi-tasking; one who thrives in an environment of rapid change but with a calm, thoughtful, and purposeful demeanor.
- Strong organizational and time-management skills.
- Strong work ethic, positive attitude and ability to creatively manage complex processes.
- Commitment to effectively train, develop and mentor staff.
- A reputation as a team player and consensus builder who collaborates with others to achieve common goals.
- Strategic partnership skills when working as part of the Executive and Senior Leadership Teams in addressing high level matters facing the organization.
- Problem solving skills with a constant focus on protecting capital and increasing value.
- A self-starter who requires minimal direction from the CEO and the Board on the fulfillment of specific job-related duties.
- A flexible mindset and work style. Someone who can make timely decisions and work with ambiguity in a fast-paced environment with tight timelines and constrained resources.
- An open viewpoint to new ways of thinking and an ability to adapt and innovate.

- And finally, a dedication to the values and mission of IFES and a genuine interest in international affairs with the specific goal of global democracy building.

TRAVEL EXPECTATION:

In non-pandemic times, travel may be required up to 25% of time.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Standard office work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

WHY JOIN IFES?

Would you thrive in a dynamic and collaborative environment working with committed and talented people making a meaningful difference to the protection and promotion of democracy worldwide? At IFES our team members are our greatest assets. We are mission and values driven. We offer competitive benefits, pay and career development. We center the rights of marginalized people in the work we do and strongly encourage Black, Indigenous, and other people of color; women; persons with disabilities; youth; and LGBTQ+ people to apply.

EQUAL OPPORTUNITY EMPLOYER

IFES provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, criminal history, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

TO APPLY

Please electronically send a cover letter addressing your specific qualifications with respect to the position requirements outlined above along with salary expectations and a chronologically organized resume to: resumes@pangburnintl.com.

Thank you for your interest in the International Foundation for Electoral Systems.