



Association of Fundraising Professionals

Greater Philadelphia Chapter

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AFP-GPC Job Bank Web Posting: April 1, 2013

To place your job opening here, please contact the AFP-GPC office at chapter@afpgpc.org. The first listings are job openings and they are followed by Professional Services.

Director of Development Devereux New Jersey

Are you a seasoned fundraising professional looking to make an immediate and tangible impact on the lives of others? Devereux New Jersey is looking for a talented individual to use their expertise in the areas of development, major gifts, and external affairs, to help empower individuals with disabilities to lead fulfilling and rewarding lives. Devereux NJ is a part of the Devereux Foundation, a leading national nonprofit behavioral health organization that supports many of the most underserved and vulnerable members of our communities.

As a member of our Executive Leadership Team, the Director of Development will provide leadership in conceiving and implementing comprehensive programs for fundraising and public relations, which will include interacting with individuals, the local community, government agencies, civic organizations, corporations, foundations, and volunteers.

This position will be based in the Devereux New Jersey Administrative office in West Deptford, NJ, and requires frequent travel statewide; as well as an ability to work irregular hours required to successfully fulfill position responsibilities.

What Will This Opportunity Offer You?

- Ability to design and implement a fund/friend raising strategic plan to position Devereux as a "Charity of Choice" in the Garden State.
- Work closely with staff and board members representing northern and southern NJ to encourage solid community partnerships resulting in familiarity with Devereux's mission and an increase in major gifts.
- While soliciting support, influence the future development and stability of services for individuals with disabilities through advocacy and increased education of government officials.
- Direct partnership with our Corporate Development office.
- Ability to create numerous, efficient, and compelling opportunities for donors to support an organization, while making the experience of giving satisfying and rewarding.
- A stable organization that has been providing services for individuals with disabilities for over 100 years.

The Selected Candidate will possess:

- Bachelor's degree or Master's degree in Business Administration, Marketing and Development, or other related field required (Master's preferred). Additional technical training in Strategic Planning, Grant Writing, Charitable Giving, and/or Public Relations required.
- Five years of demonstrated, successful experience in fundraising, public relations and/or marketing, preferably in the non-profit or healthcare field. Must demonstrate ability to provide

consultative services to Corporate and Center Senior Management, Advisory Board Members, and other external parties.

- Statewide networking channels within the **New Jersey** development/fundraising community.

For consideration, to learn more about the position, and/or apply online, please visit our career site at <http://jobs.devereux.org>. In the keyword box, type Director of Development. Within the online application, be sure to include a cover letter, quantifying your successes within the development field, and highlighting your experience/results in major gifts. Devereux is a drug-free workplace, drug testing required. EOE

DEPARTMENT: Development

POSITION: Assistant Director of Individual Giving

CLASSIFICATION: Exempt (Salaried)

REPORTS TO: Director of Individual Giving

The Assistant Director of Individual Giving will work closely with the Director of Individual Giving to ensure the efficient coordination of the Free Library of Philadelphia Foundation's Annual Giving program. Overall responsibilities, as enumerated below, revolve around recruiting, retaining, and increasing support of the Annual Giving Program.

In conjunction with the Director of Individual Giving, the Assistant Director will be responsible for developing annual campaign strategies and goals, implementing the production of solicitation packages and renewal efforts, and tracking progress to goal. Responsibilities include:

- Serve as a liaison to donors below \$1,000, manage a portfolio of prospects, solicit gifts through face-to-face meetings, and devise strategies for donor retention and upgrading
- Serve as the primary liaison, solicitor, and coordinator (planning special programs and opportunities) for the Free Library of Philadelphia Foundation's young professional donor contingent, the Raven Society
- Manage the Free Library Foundation's email solicitation and online donation program
- Serve as the liaison with the Free Library Foundation's direct mail consultant
- Oversee the production, management, and tracking of mail and email solicitations, annual giving materials, events, and communications
- Work with Development staff in coordination of solicitation mailings, acknowledgment letters, cultivation and stewardship events and activities, and volunteer committee meetings and interactions
- Other duties as assigned

QUALIFICATIONS:

- Excellent organizational skills with great attention to detail and the ability to manage multiple projects
- Excellent communications and interpersonal skills
- Bachelor degree
- Proficiency with MS Office Suite with strong working abilities in Microsoft Word and Excel
- Knowledge and understanding of Blackbaud's Raiser's Edge or similar fundraising database
- Must be able to work independently

- Three years of experience in a Development Office

This position has a Full Benefit Package: Health, dental, life, and disability insurances; flex benefits and retirement plan; generous leave time allowance.

To Apply: Please e-mail cover letter and resume with "Individual Giving" in the subject to: kowalskic@freelibrary.org

Director of Alumni/ae Relations
Friends Select School
Philadelphia, PA

As part of the development and alumni/ae relations office and reporting to the Director of Development and Alumni/ae Relations, the Director of Alumni/ae Relations is responsible for the development, management and implementation of a comprehensive program of communication and cultivation for Friends Select alumni/ae designed to enhance connections between them and the school leading to their increased engagement and support of the school.

Candidate should have excellent communication, organizational and people skills as well as the flexibility and ability to juggle multiple tasks in a fast-paced environment. Experience and comfort with data base management (familiarity with BlackBaud's Raisers Edge a plus), Microsoft Word, Excel, PowerPoint and web-based software. Affiliation as a Friends Select alumna/us and/or experience working in a school environment a plus.

Send letter of interest and resume to:

Christine Jefferson
Director of Development and Alumni/ae Relations
Friends Select School
17th & the Benjamin Franklin Parkway
Philadelphia, PA 19103
Chrisj@friends-select.org

Associate Director of Development, Annual Giving
Paoli Hospital

Amazing career experiences that count.

Here you'll find a culture where colleagues help one another, without being asked. Where people never stop learning, all in the name of outstanding patient care. And where managers bring out the best in everyone, always setting the bar just a little higher. It all adds up to a vibrant place to work

Associate Director of Development, Annual Giving - Paoli Hospital

Paoli Hospital serves the Chester County region with superb physicians and nurses, and modern facilities and technology. A dedicated volunteer Foundation Board and strong fundraising program attracts support from some of our area's leading philanthropists. The Philadelphia Business Journal recently recognized Paoli Hospital as one of the top ten "Best Places to Work" in the Delaware Valley.

The Associate Director, under the supervision of the Executive Director, will provide administrative and operational oversight of the department, including the execution of development communications in support of fundraising objectives. This includes the development, implementation and execution of a plan for a high-end and individual/grateful patient annual giving program focused on the Hospital's \$1,000 to \$25,000 donors. He/she will manage a portfolio of

assigned donors and prospects, and steward these prospects in a thoughtful, creative and strategic manner maximizing commitments over a lifetime of giving.

The successful candidate is a goal-oriented strongly driven individual who has demonstrated fundraising success, tenacity, knowledge of development strategies and gift instruments, strong interpersonal skills and excellent written and oral communication skills. A Bachelor's degree from a recognized college or university is required, and 4 years or more direct experience in fundraising with demonstrated success in high-end annual giving and communications, preferably with a health care organization...

We offer a salary commensurate with experience and comprehensive benefits. Interested applicants should forward their resume to ThomasV@mlhs.org. EOE.

DEVELOPMENT MANAGER

Soroptimist International of the Americas (SIA), a global women's rights organization is seeking a Development Manager to help increase our impact in the 19 countries and territories we serve. The Development Manager is responsible for contributing to and executing the annual development plan in support of SIA's strategic plan.

This position works closely with the senior director of development in donor cultivation and stewardship. We are looking for a person who can demonstrate experience with digital and print channels for development related communications and appeals, someone with strong writing skills to ensure on target, clear messages. Proven project management is a must for creation and implementation of fundraising plans. Experience with a mix of appeals, donor recognition activities and events and tracking progress toward desired outcomes is important. Familiarity with guiding and training grass roots volunteers is also helpful.

The successful candidate will also have a bachelor's degree and at least three years of project management in a fundraising environment. Ability to demonstrate progressively increasing responsibilities and results is key. The candidate should have a commitment to the Soroptimist mission and interest in women's issues, strong written and oral communications skills, and be a self-starter with the ability to work independently, exercise initiative and think strategically. Experience in an international environment a plus.

Submit cover letter, resume and two writing samples to:
Nancy Montvydas, CFRE, Senior Director of Development: nancym@soroptimist.org
No telephone calls please.

Soroptimist International of the Americas is an Equal Opportunity Employer. Headquartered in Philadelphia, PA, SIA improves the lives of women and girls through programs leading to social and economic empowerment.

Assistant Director of Regional Giving **Thomas Jefferson University and Hospitals**

Responsibilities

Reporting to the Executive Director Regional Giving, the Assistant Director of Regional Giving will manage a portfolio of Jefferson alumni and friends in a geographic region of responsibility. S/he will coordinate fundraising activities, including identification, cultivation, solicitation and stewardship of current and prospective donors in support of institutional priorities, primarily around the academic mission.

Qualifications

- Bachelor's degree required
- Two to four years of fundraising experience or relationship-building sales
- Experience working in a goal-oriented environment and entrepreneurial style valued
- Raiser's Edge experience preferred.

Interested and qualified candidate should apply on-line at www.tju.edu/careers

Associate Director of Regional Giving
Thomas Jefferson University and Hospitals

Responsibilities

Reporting to the Executive Director Regional Giving, the Associate Director of Regional Giving will manage a portfolio of Jefferson alumni and friends in a geographic region of responsibility. S/he will coordinate fundraising activities, including identification, cultivation, solicitation and stewardship of current and prospective donors in support of institutional priorities, primarily around the academic mission.

Qualifications

- Bachelor's degree required
- Three to five years of fundraising experience or relationship-building sales
- Working knowledge of planned gift vehicles, including charitable gift annuities and trusts is preferred.
- Knowledge of, and experience within, an academic or academic medical center environment preferred.
- Experience working in a goal-oriented environment and entrepreneurial style valued
- Raiser's Edge experience preferred.

Interested and qualified candidate should apply on-line at www.tju.edu/careers

PROFESSIONAL SERVICES DEVELOPMENT

Development and Communications Consulting

Enid D. Horowitz, of EDH Fundraising & Communication, offers more than 10 years of nonprofit experience in the Philadelphia area.

EDH Fundraising & Communication specializes in helping your Arts & Culture or Education nonprofit raise funds to carry out your mission. Services include grant research and preparation of proposals tailored to your needs for Foundation, Corporation and Government support. We also train boards in creating fundraising plans.

Communications work includes newsletters, brochures, annual reports, press releases, web copy and more. We strive to create work for you that is well written, accurate and meets deadlines.

Competitive hourly rates. Registered with the Bureau of Charitable Organizations.

Contact: enid@mail@gmail.com, www.enidhorowitzfundraising.com or 215-646-3793.

Marathon Nonprofit Solutions knows that your organization wants to accomplish big things. Changing the world is not a sprint – it's a marathon – whether you are fighting global warming or teaching neighborhood youth how to overcome life's challenges. What you want to do takes skill, focus, a relentless desire to succeed, and the resources to make it happen. Marathon Nonprofit Solutions can help you reach your goal.

Kevin A. Peter, CFRE: the consultant doing business as Marathon Nonprofit Solutions. I am a seasoned nonprofit leader and fundraiser. For twenty-five years, I have led organizations by serving in senior staff and board roles, in addition to leading numerous committees and initiatives. I have a proven track record of creating stronger organizations with more focused missions, higher revenue, sustainable revenue, and greater public awareness.

Marathon Nonprofit Solutions: the difference between trying and succeeding. Contact: Kevin A. Peter, CFRE; Kevin@MarathonNonprofitSolutions.com; 215-837-2373.