



Association of Fundraising Professionals

Greater Philadelphia Chapter

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AFP-GPC Job Bank Web Posting: April 15, 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 Individual Giving

Free Library of Philadelphia

DEPARTMENT: Development
POSITION: Director of Individual Giving
CLASSIFICATION: Exempt (Salaried)
REPORTS TO: Assistant Vice President of Development

The Director of Individual Giving will work closely with the Senior Development team to ensure an efficient and successful individual giving program. The Director of Individual Giving will be responsible for directing the annual fund campaign strategies and goals, growing the Pepper Society (gifts of \$1,000+), managing the volunteer leadership of the Pepper Council to ensure the growth of \$1,000+ donors, and overseeing the Raven's young friends group. In addition, this position is responsible for the production of solicitation packages, email campaigns, and tracking progress to goal.

- Sustain continued growth of the Free Library of Philadelphia Foundation Annual Fund, with particular emphasis on managing and growing the Pepper Society, currently 450 members.
- Manage the Library's volunteer Pepper Council Board and work with Pepper Council leadership to expand the network of donors giving \$1,000+ to the Free Library Foundation.
- Cultivate, solicit and manage a portfolio of 100+ major gift prospects with the ultimate goal of increasing giving to the Annual Fund and restricted programs.
- Supervise the Assistant Director of Individual Giving whose primary responsibilities include all work with the Raven Society, the direct mail, e-philanthropy program and additional special projects.
- Supervise the Individual Giving Assistant and oversee the Foundation's acknowledgement processes to ensure appropriate recognition and stewardship of individual donors.
- Oversee strategy for direct mail campaign and supervise relationship of Assistant Director of Individual Giving and the Library's direct mail consultant.
- Work with special events team to plan donor recognition and cultivation events for Pepper Society and other supporters.
- In conjunction with the Director of Communications, develop and manage the Library's Annual Fund marketing campaign including all printed materials needed to support annual giving efforts.
- Other duties as assigned.

QUALIFICATIONS:

- A minimum of five years of progressive Development experience and a proven record of success in engaging prospective donors and closing gifts
- Candidate must have a strategic approach to moves management and cultivating donors
- A strong background in volunteer management and volunteer leadership development.
- Excellent organizational skills with great attention to detail and the ability to manage multiple projects
- Excellent oral and written communications skills
- Bachelor degree
- Proficiency with MS Office Suite with strong working abilities in Microsoft Word and Excel
- Knowledge of Blackbaud's Raiser's Edge, or similar fundraising program, preferred..

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 "Director" in the subject to: kowalskic@freelibrary.org

Fundraiser
March of Dimes
King of Prussia, PA

The mission of the March of Dimes is to improve the health of babies by preventing birth defects, premature birth, and infant mortality. We carry out this mission through research, community services, education and advocacy to save babies' lives. When you join our dedicated team of more than 1,400 employees and 3 million volunteers, you'll share the personal rewards of making a difference in the health of babies.

POSITION PURPOSE: This position will implement, coordinate and manage cost-effective fundraising activities to assist the local business unit attain its financial goals. This is a sales position where the majority of the performance review is based upon achieving aggressive annual revenue goals. Also solicits trains and manages an effective volunteer base of community leaders to assist in meeting the financial goals. This position acts as liaison between the March of Dimes, its volunteers, and the local community. Is responsible for recruiting, training and managing high-level volunteers as well as corporate participation and sponsorship within that community.

POSITION RESPONSIBILITIES:

- Recruit, orient, train, and monitor performance of volunteers to organize events that meet or exceed the established fundraising goals. Develop a successful business plan using the organizations core business tactics to reach this goal.
- Develop strong networks within the local community, cold call or develop and grow prospects for potential revenue streams, event sponsorships, volunteer opportunities and to increase March of Dimes visibility and brand awareness.
- Manage and provide leadership to volunteer committees on each event to ensure that committee members are fully supported and accomplish tasks required for successful events.
- Prepare and maintain accurate records/data to evaluate cost-effectiveness, profitability, and public awareness of events and/or mission/program activities. This may include preparing income/expense budgets, compilation/analysis of event statistics, evaluation of media coverage, researching and analyzing community fundraising potential versus actual revenues, etc.
- Work with media or recruit a volunteer with this expertise to publicize mission/events, and secure local sponsorship for events to heighten public awareness and reach fundraising goals.
- Develop and implement events to recognize, reward, and motivate successful volunteers to ensure ongoing commitment.
- Work with program staff and volunteers to ensure that every special event or March for Babies contains program content to enhance the knowledge of the audience and general

public regarding the March of Dimes mission, programs, special services and benefits for mothers and babies.

QUALIFICATIONS REQUIRED:

- BA or BS degree or equivalent
- 1 to 3 years of prior related work experience, preferably in sales event fundraising in a not-for-profit setting.
- Should be able to demonstrate successful fund raising experience including knowledge of sales best practices and current trends.
- Excellent computer skills including Word, PowerPoint, Excel and Outlook scheduler.
- Excellent verbal and written communications skills required – the ability to gracefully handle rejection and bounce back assuring goals are met. Strong interpersonal and presentation skills required; ability to cold call, grow local contacts and build and nurture effective business relationships to increase March of Dimes visibility, brand awareness, volunteer staff and revenue.
- Detail oriented, adaptable, organized and demonstrated ability to successfully manage multiple projects and tasks.
- Must be able to read, comprehend and analyze financial goals and fundraising reports and also generate required reports on a timely basis.
- Must successfully complete a credit and criminal background check
- Must be able and willing to travel extensively throughout assigned geographic area and to work evening; mornings and weekends as necessary.

TO APPLY: Please visit www.marchofdimes.com/careers and reference **Job ID # 1486** or search for jobs in **King of Prussia, PA.**

Director of Fund Development & Marketing
Maternity Care Coalition

The Director of Fund Development & Marketing provides leadership for fund development, marketing, communications and volunteers. Responsible for: planning, implementing, and expanding the fund development program; marketing strategies to gain increased organizational visibility and promotion of the organization’s programs; internal and external communications to ensure brand consistency and engage external audiences on issues related to maternal and child health and leading the team and supporting Board of Directors to achieve fundraising goals. Minimum five years development experience with a strong marketing orientation. Proven success in raising funds through annual campaigns, major/corporate gifts, and foundation/government grants. Excellent skills in communications, project management and administration. Computer competency in Microsoft Office, website, fundraising applications and social media.

A Bachelor’s degree in a related field; Master’s Degree a plus.

Email a cover letter, resume, and 3 professional references to the Human Resources Department at hr08@maternitycarecoalition.org
See our website for more information: www.maternitycarecoalition.org

Corporate Giving Manager
Project Management Institute Educational Foundation

Client Overview

Project Management Institute Educational Foundation (PMIEF) has retained Sterling Martin Associates to search for its first **Corporate Giving Manager.**

About PMIEF. The PMI Educational Foundation (PMIEF) is the 501(c)(3) philanthropic arm of the Project Management Institute, Inc. (PMI). Located in PMI’s Newtown Square, PA headquarters,

PMIEF views project management as a critical skill for everyone, particularly the seven billion people around the world who are unfamiliar with it. PMIEF focuses on promoting economic, educational, cultural, and social advancement through the application, development, and promotion of project management concepts, theories, and life skills. PMIEF focuses its work on three primary goals:

- Building a better prepared workforce through academic scholarships, awards, internships, doctoral research grants, and professional development scholarships.
- Preparing youth for success in life through educational resources, programs, and workshops in project management.
- Using PMIEF grants, scholarships, and workshops to help people in need by aiding disaster relief, nonprofit, and nongovernmental organizations to better utilize their limited resources.

PMIEF provides scholarships and awards and prepares and disseminates project management-related educational materials. PMIEF also provides grants to nonprofit organizations to fund new and innovative programs. PMIEF's educational resources help to present project management in a format that is easily understood by the general public. In addition, PMIEF has resources contextualized for primary to secondary school students, as well as for nonprofits and NGOs.

PMIEF provides these resources, and project managers, volunteers, and teachers are taking PMIEF's resources into their communities everyday around the globe. Other volunteers are reaching out to nonprofit organizations in their communities and conducting project management training using PMIEF materials to help these organizations become more effective and efficient. For more information on PMIEF, please visit <http://www.pmi.org/pmief/default.asp>.

About PMI. With more than 700,000 members and certificate holders worldwide, Project Management Institute (PMI) is the leading membership association for the project management profession and the largest association dedicated to project management in the world – 400 employees and consultants and a budget of over \$190 million. As the leading advocate for the profession, PMI is actively engaged in setting professional standards, providing a professional career path for project managers and maintaining a family of professional credentials, including the PMP®, held by more than 370,000 project managers worldwide; the PMP® is the only project management credential that is globally transferable. PMI includes 277 chapters in 185 countries. For more information about PMI, please visit <http://www.pmi.org>.

Corporate Giving Manager

Reporting to PMIEF's Executive Director, the Corporate Giving Manager will manage all aspects of the Foundation's *new* corporate giving program and will recommend strategies to fulfill current corporate giving expectations and develop the plans to grow corporate support. He or she will also be expected to increase the Foundation's visibility as a funding opportunity for corporate giving prospects as well as current and past corporate donors. The successful candidate will assure that deliverables are aligned with the PMIEF Strategic Agenda and PMIEF's organizational and operational strategy, including the PMIEF program plan and budget.

Specific Duties and Responsibilities

Under the broad direction of the Executive Director of PMIEF, the Corporate Giving Manager will be responsible for:

- Managing all "life cycle" aspects of the corporate giving program, including prospect research and identification, cultivation, solicitation, negotiation, and closing of gifts as well as providing prudent ongoing stewardship and servicing of all corporate and corporate foundation donors.
- Recommending strategies to achieve the goals of the corporate giving program and developing plans to grow corporate giving as noted in the PMIEF Integrated Plan and the PMIEF Strategic Agenda.
- Increasing PMIEF's visibility as a funding opportunity for potential, current, and past corporate donors.
- Assuring information match and alignment between donor database and documentation of all corporate donor and donor prospect contact information.

Desired Candidate Skills, Qualifications, Experience, and Characteristics

PMIEF is seeking a strategic Corporate Giving Manager whose portfolio includes at least seven years of strong and diverse fundraising experience with a proven track record of success in building a corporate giving program. PMIEF's hope is that the new Corporate Giving Manager will have had significant experience in the nonprofit sector, ideally in an organization focused on providing real value added service and products to a diverse and global membership base. PMIEF seeks a Corporate Giving Manager who can successfully navigate the unique dynamics of working in a nonprofit membership association. Ideal candidates for the position will be conspicuously passionate about nonprofit service, able to align quickly with PMI's mission and programs, and manifest strategic leadership, professionalism, and interpersonal acumen. Suitable candidates will be high energy, entrepreneurial professionals who possess a "lead by example" management style and who exhibit exceptional integrity and credibility.

Education | Experience

Qualified candidates for the position should be able to demonstrate experience in developing long-term relationships with key stakeholders, i.e., donors, boards, volunteer teams and individuals, community partners, senior management, departmental teams and leaders from diverse geographic and cultural locations. All candidates must be able to demonstrate past successes in corporate donor cultivation, solicitation, and prudent gift stewardship, working in a collaborative team environment. Candidates should have deep experience and proven ability in negotiating partnerships and contracts with corporate donors.

Specifically, all qualified candidates will present the following:

- Bachelor's Degree or equivalent in a relevant field of study; Master's Degree preferred.
- Certified Fund Raising Executive (CFRE) designation a plus.
- A minimum of seven years of progressively responsible related experience in a similar nonprofit or foundation setting.
- Demonstrated experience and successful performance in a similar position in a nonprofit organization or foundation and demonstrated knowledge of the relevant functions of nonprofits or foundations.
- Highly developed capability and demonstrated success in donor cultivation, solicitation (working in a collaborative team environment), and sustaining relationships with Boards, volunteer teams and individuals, community partners, senior management, and departmental teams and leaders from diverse geographic and cultural environments and locations.
- Highly developed communications skills – both oral and written.
- Demonstrated experience in creating, leading, and implementing new program initiatives and strategies to expand market presence.
- Experience implementing a new corporate giving program from the ground up or experience developing a new giving initiative within an existing program in a previous organization.
- Demonstrated operational leadership and involvement in the delivery of new giving programs aimed at achieving desired outcomes and high impact results.
- Demonstrated experience in developing long-term relationships with key stakeholders.
- Deep experience successfully managing a portfolio of donors and donor prospects.
- Demonstrated team-based operational and strategic results.
- Proven ability in negotiating partnerships or business arrangements.
- Highly developed organization, planning, leadership, and management skills with the ability to think and plan over a five (5) year horizon.
- Direct successful experience working with senior executives a plus.

PMIEF offers an attractive compensation package and very generous benefits. The position is available immediately.

*PMI is an affirmative action / equal opportunity employer
that is committed to a diverse and inclusive workplace.*

To apply, please send a cover letter and current resume to: pmi@martinsearch.com.

For more information, please contact:

David Martin

Managing Partner

202.327.5485

pmi@smartinsearch.com

Susan Schlather

Client Partner

202.412.1009

pmi@smartinsearch.com

Development Manager
The American Law Institute

DEPARTMENT: ALI

REPORTS TO: Membership Director

FLSA STATUS: Exempt

DATE: March 2013

SUMMARY: Responsible for managing the Institute's Development activities.

ESSENTIAL DUTIES include the following. Other duties may be assigned.

1. Manage Development operational activities, with emphasis on donor relations, and project and data management and reporting. Including acknowledgment letters and developing a program to maintain ongoing relationships with major donors.
2. Responsible for drafting all fundraising communication for all levels and types of gifts, including those signed by the President and Deputy Director.
3. Work with the Membership and Communication Directors, as required, to carry out all Development marketing and communications responsibilities, including brochure preparation, press releases, emails, and other marketing communications.
4. Work with the Membership Director to manage the initiatives associated with the campaign outlined in the Case Statement.
5. Provide strategic direction of all campaigns and activities related to Annual Giving. Coordinate with Membership Director to create short term and long term strategy for fundraising.
6. Compile timely and accurate Development revenue reports and manages the progress to established goals or budget, as well as responsibility for revenue reconciliation with Accounting Department.
7. Draft agendas and minutes for Development Committee meetings as requested by Membership Director.
8. Manage online donation pages.
9. Manage, support, and coordinate development efforts with consultants and other organizations as appropriate to maximize involvement and impact.

10. Work with Membership Director in distributing, collecting, and compiling surveys and questionnaires utilizing electronic survey methods.
11. Create and maintain, together with the Membership Assistant and Manager, a Standard Operating Procedures Manual to document department policies and procedures including gift and dues accounting processes, and all other Development and Membership processes.
12. Other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required to perform well in the position.

LANGUAGE SKILLS:

Strong command of English grammar and spelling; ability to read and interpret instructions; ability to draft and proofread routine correspondence and notices; strong skills for oral and written communication with ALI members, staff, and the general public.

EDUCATION and EXPERIENCE:

Bachelor's Degree with six or more years related experience; prior employment and experience with membership organization a plus. Supervisory experience a plus.

TECHNICAL SKILLS:

Extensive knowledge of and experience in MS Word, Outlook, Excel, and Access and knowledge of iMIS a plus.

OTHER:

Strong attention to detail with exceptional proofreading/editing skills. Ability to organize, track, and perform multiple tasks for multiple supervisors (some tasks prioritized, some running concurrent).

MATHEMATICAL ABILITY:

Ability to add, subtract, multiply, and divide as well as determine medians and calculate percentages and averages, with use of a calculator or otherwise.

DISCLAIMER: The information included in this position description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Senior Manager of Individual Giving **The Pennsylvania Horticultural Society (PHS)**

The Senior Manager of Individual Giving, reporting to the Senior Director of Development, will manage the strategic execution and management of a comprehensive annual giving program to increase the organization's support from individuals primarily through its annual fund and 1827 Society programs. S/he will develop a coordinated matrix of communication and solicitation strategies focused on shaping a sustainable tradition of annual support. The successful candidate will oversee the gift acquisition, upgrade and renewal processes and play a key role in the identification, cultivation, solicitation and stewardship of 1827 Society donors (\$1,250 to \$9,999). S/he will work in close collaboration with the Development team and Senior Staff to achieve

fundraising goals. A minimum of 3-5 years of Development experience is required and prior experience with Annual Fund preferred.

For a full job description and details on applying, visit <http://www.pennsylvaniahorticulturalsociety.org/aboutus/employment.html>. To learn more about PHS, visit www.phsonline.org.

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: enidsmail@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.