



**Association of Fundraising Professionals
Greater Philadelphia Chapter**

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AFP-GPC Job Bank Web Posting: March 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.

**Associate Director, Annual Fund
Haverford College**

Haverford College seeks to hire two individuals for the position of Associate Director to work in our Alumni Relations and Annual Giving Department. The Associate Director(s), reporting to the Senior Associate Director of Alumni Relations and Annual Giving, will primarily be responsible for identifying and securing leadership level Annual Fund gifts for the College by building long-term philanthropic relationships with current and potential donors. Working with a prospect pool of approximately 350, the Associate Director will secure both single-year and multi-year 1833 Society commitments (\$1,833 and up) to the Fund as part of a sustainable program that will grow to \$6.5 million by the end of the current comprehensive campaign.

Responsibilities

Manage a prospective donor pool of 350 alumni, parent, and friend constituents with a minimum giving capacity of \$10,000:

- Work to increase the number of members of The 1833 Society at the highest gift club levels.
- Work closely with Prospect Research to plan individual solicitation strategies in order to move prospects through the Annual Fund prospect management cycle.
- Establish and execute regional travel plans based on priority solicitations and consultation with the Senior Associate Director of Alumni Relations and Annual Giving and the Prospect Research team.
- Work collaboratively with other IA gift officers and administrators on specific prospect assignments and in partnership on individual prospect solicitations.
- Work together with other IA gift officers and administrators to develop specific engagement opportunities for assigned prospects.
- Provide staff coverage at approximately 2-3 College-sponsored events within assigned travel region.
- Metrics: 140-150 visits/annually.
- Secure 7 multi-year Annual Fund commitments.

Think critically, strategically and creatively about the tasks and progress of the Alumni Relations and Annual Giving collaboration. Support the team's efforts to meet engagement, financial, and participation goals.

Other duties as assigned, in accordance with the overall goals of Alumni Relations and Annual Giving.

Education, Experience, and Skills

- Bachelors' degree required.
- One to three years of development experience and/or direct solicitation experience required.

- Knowledge of fundraising and annual giving necessary.
- Travel required and possession of a valid U.S. driver's license required.
- Night and weekend work required.
- Excellent management, organization, communication, and interpersonal skills required.
- Familiarity with a liberal arts setting, as well as Haverford's mission and priorities, is preferred.

To apply, please send resume, cover letter, and three references to Elizabeth Campbell, ecampbel@haverford.edu.

**Database & Gifts Coordinator
Inglis, Philadelphia PA**

Celebrating a 135 year history of supporting people with severe physical disabilities, Inglis serves as one of the oldest and most comprehensive organizations of its kind. The Database & Gifts Coordinator is primarily responsible for the management of the fundraising database and the accurate and prompt processing, acknowledging and reporting of charitable contributions to Inglis. In addition, this role provides project support for the Development & External Affairs department.

Requirements include a Bachelor's Degree or equivalent with three to five (3-5) years of Raiser's Edge database management experience (including building reports, queries and exports, coding, gift processing, troubleshooting, etc.), excellent written and interpersonal communication skills, and a proficiency in project management. The ideal candidate will also demonstrate a proven track record with the Microsoft Office Suite and an understanding of nonprofit fundraising, as well as have excellent customer service skills and maintain a high level of donor confidentiality. A successful candidate will be highly organized with an attention to detail, have the ability to multi-task, be a motivated self-starter, creative problem-solver and critical thinker, and possess the ability to successfully work both independently and as part of a team.

Please forward a cover letter, resume and salary requirements to Meredith Quirin, Director of Donor Relations, at meredith.quirin@inglis.org. No phone calls please.

**Director of Major Gifts & Planned Giving
The Philadelphia Ronald McDonald House**

The Philadelphia Ronald McDonald House is seeking an individual for a newly created position of Director of Major Gifts and Planned Giving. This individual is responsible for strengthening philanthropic support for the organization through implementing a dynamic and coordinated program of major giving from individuals, foundations and corporations to help further position the organization as a top philanthropic choice in the region. This individual will provide management oversight for all systems and services related to these forms of fundraising including prospect research, donor database management, gift processing and donor acknowledgement and stewardship.

RESPONSIBILITIES

- Organize a systematic approach to facilitate donor identification, cultivation, solicitation and stewardship;
- Articulate the case for support to a wide range of individual and institutional donors;
- Prepare Executive Director, Board members, volunteers and key administrative leaders to interact with major prospects. Participate with them in cultivation and solicitation as necessary;
- Maintain a portfolio of individual prospects. Coordinate research and strategies for

- individual prospects with organizational team;
- Develop and implement a giving society;
- Initiate a planned giving program and legacy society.
- Build a strong base of funding from local and national foundations;
- Strengthen corporate support through outright grants in collaboration with events staff responsible for corporate sponsorship.

QUALIFICATIONS

- A minimum of 8-10 years of experience in managing fundraising activities, resulting in at least 3 million dollars a year.
- Proven record of attracting and securing major gifts
- Proven ability to set and achieve ambitious fundraising goals.
- Excellent organizational, communications and interpersonal skills.
- Enjoys functioning independently, yet participate in and contribute to a team effort.
- Proven experience with planned gift options.
- Computer proficiency: Internet, email, social media, spreadsheets and data management. Raiser's Edge experience preferred
- Proven ability to maintain all information with appropriate confidentiality.
- Knowledge of Greater Philadelphia Region's philanthropic community preferred
- Bachelor's degree required

Interested individuals should submit a cover letter and resume to hr@philarmh.org

Director of Development (Part-Time/Administration) **South Jersey Legal Services, Inc.**

Supervisor: Executive Director

Job Summary:

Under the direction of the Executive Director, the Director of Development will have primary responsibility for planning and leading fundraising efforts in support of the vision, mission, and goals of SJLS. The Director of Development will be based in SJLS' Camden office and will travel to the program's other offices and other locations to meet with donor prospects, board members, and other stakeholders as needed. This is a part-time position and involves travel and occasional evening hours.

Duties & Responsibilities:

- Be a member of SJLS' administrative team.
- Develop and implement the program's fundraising campaigns raising money from attorneys.
- Develop and implement plans to raise funds from outside the legal profession.
- Cultivate funding prospects including individual gifts and corporate and foundation support.
- Explore the need for and implement special events and engage in outreach around planned giving.
- Help identify federal, state and local grants, occasionally assist in writing grant proposals, and help with the development of marketing materials.
- Make periodic reports to SJLS Board of Directors and work with the Board on establishing short- and long-range development plans.
- Maintain or supervise maintenance of fundraising database to track fundraising campaigns and for grants management purposes.

- Develop an annual development plan consistent with South Jersey Legal Services' strategic plan.
- Develop or supervise production of written materials to support fundraising and public relations activities.
- Other duties as assigned by the Executive Director.

Qualifications:

- At least two (2) years of proven non-profit fundraising experience.
- Excellent interpersonal skills and demonstrated ability to work in team environment.
- Excellent writing and organizational skills.
- Computer proficiency required.
- B.A. required.
- Demonstrated concern and sensitivity to low income persons.

Application Procedure:

Interested applicants should send resume and salary requirements electronically to Brittani A. Morris, Director of Human Resources, South Jersey Legal Services at bmorris@lsnj.org. AA/EOE.

**Director of Development and Communications
St. Mark's Church – Philadelphia, PA**

Saint Mark's, an Episcopal Church in Center City Philadelphia, seeks a full-time Director of Development & Communications to coordinate annual giving and capital campaigns, and to assist with all church (print and electronic) communications. Candidates should have experience with major gift solicitation and database management. Experience in a church, religious, or educational institution is preferred. Strong communications skills and cooperative approach with committees is important. Send resume and salary requirements with cover letter to stmarks@schultzwilliams.com.

1. Responsible for the administration of the Annual Fund and the Capital Campaign.
2. Coordinate and assist in the management of the Rector's fundraising activities, including annual fund and campaign.
3. Provide administrative support to the Capital Campaign Committee.
4. Manage major prospect cultivation and solicitation activities.
5. Manage the Parish database, including oversight of campaign gift records management and the donor recognition process; manage gift records for the annual fund.
6. Oversee grant and foundation proposal development and preparation.
7. Coordinate the preparation of campaign materials.
8. Plan and implement events for prospect cultivation and donor recognition.
9. Plan and coordinate external and parish communications, including newsletter and website.
10. Develop an annual communications plan.

11. Manage and coordinate the writing, editing, production, and distribution of church publications.
12. Manage all communications systems in the parish, including telecommunications, computer networks, print, and internet systems.
13. Prepare reports as required.
14. Other duties as assigned.
15. Reports to the Rector.

Minimum Qualifications: Undergraduate degree; proficiency in appropriate software programs, proficiency in database management; experience in major gift solicitation; above-average language and communications skills; ability to work well with individuals and committees.

Preference for: experience in church, religious, educational or other non-profit institution environments; experience with ACS software; creative and cooperative outlook.

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: enidmail@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.