



Association of Fundraising Professionals

Greater Philadelphia Chapter

100 North 20th Street, Suite 400, Philadelphia, PA 19103

T: 215-320-3871; F: 215-564-2175

E: chapter@afpgpc.org; W: www.afpgpc.org

AFP-GPC Job Bank Web Posting: May 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.

Development Director

Choral Arts Philadelphia and the Bach Festival of Philadelphia – two vibrant local arts organizations with shared leadership – seek a dynamic fundraising professional to join our team part-time. This position offers wonderful flexibility, including the opportunity to set your own hours and work from the comfort of your home.

The Development Director is primarily responsible for working directly with the Board of Directors to envision, build and implement a professional fundraising program for both organizations.

The Development Director:

- Understands nonprofit fundraising through both institutional and individual support
- Possesses excellent written and oral communication skills, helping to establish strong relationships with current and future funders
- Is creative and strategic in their planning and implementation
- Works well independently and as part of a team
- Demonstrates leadership by remaining knowledgeable on current best practices and integrates this into all aspects of role

Requirements include a Bachelor's Degree or equivalent with three to five (3-5) years of practical fundraising experience. The ideal candidate will also demonstrate a proven track record with the Microsoft Office Suite. A successful candidate will be highly organized with an attention to detail, have the ability to multi-task, and be a motivated self-starter, creative problem-solver and critical thinker. A familiarity with the performing arts is a plus, but not required.

To apply, please forward a cover letter, resume and salary requirements to jobs@choralarts.com. For more information about either organization, please visit www.choralarts.com. No phone calls please.

Director of Development & Communications

French and Pickering Creeks Conservation Trust, Inc.

www.frenchandpickering.org.

511 Kimberton Road
Phoenixville PA 19460

April, 2013

Summary of Position

The French and Pickering Creeks Conservation Trust seeks a senior level candidate for the position of Director of Development and Communications to assist in meeting the Trust's ambitious fundraising goals necessary to further its mission as a vital regional land trust and community based organization. With more than 10,500 acres already preserved, the Trust's program area in northern Chester County, PA is still a rural oasis in the Philadelphia Region. But there remains great urgency to protect remaining critical lands and to enhance the health and well-being of both natural and human communities in the program area. The Director will provide a key leadership role in enabling the Trust to meet these challenges and support the actualization of a green vision for northern Chester County.

The Organization

The Trust is a regional land trust and conservation organization in northern Chester County, PA that has, over 45 years, preserved more than 10,500 acres of open space and created trails that span the region. We actively and continuously protect new lands, work closely with other community organizations and have a number of exciting projects in progress.

We operate with a budget of \$700,000, a small and highly skilled staff, and active Board of Directors and volunteer committees.

While it continues to place conservation easements on properties and trails to preserve the environment and offer recreational opportunities, the responsibility of the Trust is also to care for these lands in perpetuity, so the support of current and future generations is vital.

The Trust is almost entirely supported by events, sponsorships, individual donations and unrestricted grants, which together comprise nearly 80% of income.

The Opportunity

The Director of Development and Communications has the opportunity to:
Directly affect the quality of life and the environment in the region.

Play a pivotal role in the immediate and long-term success of the Trust.

Work with skilled and dedicated colleagues.

Build support for the Trust's work among current and future generations.

The Challenge

Increase support 20% in the first year, and set and meet ambitious goals for future years.

Assure a consistent revenue stream to support the organization throughout the year.

Communicate the benefits of the Trust's work in order to engage a broader constituency.

Establish a planned giving program.

Responsibilities

The position is full-time and reports directly to the Executive Director. It supports the Development, Communications/Marketing and Event Committees.

The position is responsible for planning, implementation and evaluation of all fundraising programs, including major gift cultivation, membership, annual fund, grants, special events, project campaigns and planned giving. The position also oversees all aspects of communications and marketing including print, electronic and social media.

PLANNING, ADMINISTRATION AND IMPLEMENTATION OF DEVELOPMENT PROGRAM

- Develop a case statement.
- Meet annual fundraising goals.
- Create and implement a development plan and annual work plans to meet goals (including calendar/timeline, budgets and volunteer/staff responsibilities).
- Craft a campaign around a new project of exceptional value and scope.
- Establish a planned giving program, including goals for participation.
- Maintain donor contact database and files to guarantee quality of communication and donor records.
- Manage annual giving and membership campaigns.

CULTIVATION AND ENGAGEMENT

- Develop a tiered program of contact and communication with donors and prospects.
- Establish goals and expand the number of major donors.
- Implement a MOVES management system in order to expand the major donor pool.
- Assure quick turnaround on acknowledgements with tax information.

- Set goals and expand foundation support for non-easement grants.
- Engage board members, volunteers, program/event participants, staff and others in fundraising and donor identification.
- Provide fundraising training as needed and appropriate for the Board.
- Plan and implement donor recognition and cultivation events.
- Assist the Executive Director with special projects and assignments as needed.
- Take responsibility for a portion of major donor relationships.

SPECIAL EVENTS

Working with the chairs of each special event committee:

- Provide staff support of the Trust's major special fundraising events: Annual Meeting and Dinner, French Creek Iron Tour, and Auction.
- Secure corporate and individual sponsorships for events.
- Produce event communications: save-the-date, invitations, news releases, social media and online communications.
- Coordinate with other staff as appropriate.

COMMUNICATIONS & MARKETING

Working with the Communications and Marketing Committee and other staff as appropriate:

- Plan and write and/or oversee newsletter, marketing materials, e-news, press releases, website updates and annual report.
- Provide staff support to develop and implement annual marketing plan.
- Involve other staff as appropriate.

Qualifications

- Demonstrated track record of successful fundraising.
- Experience in direct fundraising activities, including planning and implementing a fundraising campaign, annual fund programs, grant writing and donor cultivation.
- Excellent interpersonal skills, including ease and comfort in meeting with donors and prospects and asking for their support.
- Experience working with volunteers and committees.
- Demonstrated ability to work on a team and deal effectively with all levels of the organization.
- Communications and marketing experience.
- An understanding of and passion for conservation issues is desirable, as is familiarity with the northern Chester County region, and ideally, a network that includes prospective donors and sponsors.
- A minimum of five years fundraising experience, including major gift development and grant writing, with preferably ten or more years in the non-profit arena with a demonstrable understanding of 501(c)(3) issues and structures.
- Understanding of ethical fundraising principles.
- Ability to prioritize duties with good judgment, work independently, and manage multiple projects simultaneously while meeting deadlines.
- Excellent written and oral communication, project management, and organizational skills.
- Evidence of strong leadership skills, initiative and ability to foster collaborative teamwork.
- Knowledge of IRS regulations relative to fundraising, gift acceptance and acknowledgement, fundraising accounting principles and grants management.
- Hands-on experience with fundraising database systems, preferably DonorPerfect, and ability to manage detailed data entry.
- Facility with Microsoft Office software (including Word, Excel and PowerPoint).
- Operational flexibility to meet sudden and unpredictable business needs.
- Availability to attend evening and weekend meetings/events as needed.
- A bachelor's degree, preferably in a relevant field, or experience equivalent to a degree.

Salary: Dependent upon experience/qualifications.

Application Deadline: June 14, 2013

Send resume, cover letter and salary/benefits requirements to apitz@frenchandpickering.org.
No phone calls, please.

Development Associate **Friends General Conference**

Quaker organization, Friends General Conference, is seeking candidates for a full-time Development Associate in its Philadelphia office to become part of FGC's dynamic development program. Duties include: support for the annual fund and planned giving; gift entry and acknowledgment; mailing coordination; web content revisions; and reconciling contributions with accounting. The ideal candidate would have DonorPerfect and Salesforce experience, good writing skills, attention to detail, familiarity with Quakers; and commitment to diversity.

Qualifications:

- Associate's or Bachelor's degree required
- 2-3 years experience in an administrative support position required, preferably in fundraising or a development office
- Good keyboarding skills with experience using word processing, spreadsheet, presentation and mail applications (Microsoft Word, Excel, Powerpoint, Outlook)
- Strong comfort level with importing/exporting database data and query analysis (Microsoft Access)
- Experience using a donor management system (Donor Perfect preferred), a contact management system (SalesForce preferred), and a web-based content management system like Drupal
- Experience working in a computerized office environment with skills sufficient to prepare correspondence, reports, forms, etc. with speed and accuracy, including the willingness to learn and use new computer programs/applications
- Writing skills sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully
- Strong communication and interpersonal skills with the ability to act as a resource for, provide support service in a courteous manner to, and work effectively with diverse groups of people at various levels within an organization (staff, board, committee members, and volunteers)
- Must be able to travel occasionally to other meeting destinations as required by the organization
- Familiarity with the principles of the Religious Society of Friends generally & FGC's mission and goals specifically is highly desired

To apply, submit your letter, resume, and three professional references to sharonf@fgcquaker.org, with Development Associate in the subject line, by Wednesday May 15, 2013; early applications are encouraged.

Special Events Coordinator

Gift of Life Donor Program has an exciting full-time opportunity available for planning and coordinating special events designed to increase public awareness of and commitment to organ and tissue donation and transplantation.

This is an exceptional opportunity for an experienced professional who seeks to lead all aspects of organizing, promoting, and managing the logistics associated with specific public awareness/education and fundraising events.

You will develop outreach strategies and coordinate events for community, ethnic, and cultural events within service area as requested; and cultivate relationships with community, ethnic, civic and cultural groups as well as media outlets to strategically integrate Gift of Life into all market segments within the service area.

You will develop, promote, organize and coordinate special events aimed at promoting organ and tissue donation including the Dash for Donor Awareness, Donor Recognition Ceremonies, National Donate Life Month activities, Team Philadelphia at the U.S. Transplant Games and other third party events. Related duties include sponsorship solicitation activities, fund development, donor and media relations and on-site event coordination.

A Bachelor degree and a minimum of three years of experience in planning and designing community programs and special events for a non-profit organization, special interest group or cause is required. Demonstrated success in fundraising and planning successful events required. Ability to work with community leaders and diverse volunteers and valid driver's license as well as the ability to travel and work nights and weekends is required. A degree in communications, marketing, public health or related field is preferred. Experience with Raiser's Edge and Kinera preferred

We offer an outstanding compensation and benefits package, including medical, prescription drug, dental, as well as tuition assistance and an employer matched 403(b) savings plan.

To investigate joining the nation's leading procurement organization, please submit resume and salary history via: <https://home2.eease.adp.com/recruit/?id=6683482>

We are an equal opportunity employer and support diversity in our workplace.

Director of Annual Giving

Jefferson Foundation

Location: Philadelphia, PA

How to Apply: Please visit http://www.jefferson.edu/human_resources/employment/ and apply to posting #77837 or email resume to sarah.price@jefferson.edu

The Director of Annual Giving will be responsible for Annual Fund programs for Thomas Jefferson University and Thomas Jefferson University Hospital as a part of the fundraising team for the Jefferson Foundation. This includes, but is not limited to, developing and executing a fundraising plan focused on acquiring and renewing annual fund donors, overseeing the direct mail program, cultivating and soliciting a portfolio of prospects, and developing and managing revenue projections and budget for the annual giving program.

ESSENTIAL FUNCTIONS:

- As part of the fundraising team the Director will lead and manage the planning, implementation and evaluation of direct mail and annual giving programs for the Jefferson Foundation
- Determine annual giving goals year-over-year and implement and execute strategic and tactical plans for achieving these goals
- Work collaboratively to formulate and execute communications and messaging that is timely, supports institutional mission and inspires philanthropic support
- Manage a prospect pool with annual goals for personal visits, solicitations and giving outcomes
- The Director will develop and manage a series of detailed revenue projections and the program budget
- The Director will exhibit competency in the use of the Raiser's Edge database to write reports, retrieve data and in performing comprehensive analysis and data manipulation related to the annual giving and direct mail program.
- The Director will report on activity and gifts to the Vice President

EDUCATIONAL/TRAINING REQUIREMENTS:

Bachelor's Degree required, Graduate Degree preferred

CERTIFICATES, LICENSES, AND REGISTRATION:

Drivers license

EXPERIENCE REQUIREMENTS:

- A minimum of three to five (3-5) years of progressively responsible experience in direct mail fundraising. Experience at an academic health sciences center preferred.

- Proven experience in cultivating and maintaining relations with donor prospects.
- Ability to identify, cultivate, solicit and close gifts with annual gift prospects.
- Strong interpersonal skills and the ability to work well with both internal and external constituencies.
- Ability to develop and manage projections and a budget.
- Ability to supervise various fundraising programs and individuals
- Experience with fundraising database software systems and Microsoft Office
- Excellent oral, written, interpersonal and communication skills
- Willingness and ability to travel

Closing Statement:

Thomas Jefferson University and Thomas Jefferson University Hospitals are partners in providing excellent clinical and compassionate care for our patients in the Philadelphia region, educating the health professionals of tomorrow in a variety of disciplines and discovering new knowledge that will define the future of clinical care.

Thomas Jefferson University is composed of Jefferson Medical College, Jefferson College of Graduate Studies, Jefferson School of Population Health, and Jefferson College of Health Professions which includes the Schools of Pharmacy, Nursing and Health Professions. The University enrolls more than 3,200 future physicians, scientists and healthcare professionals. Founded in 1824, Jefferson Medical College is one of the largest private medical schools in the nation, with among the largest living alumni group.

As an academic medical center within a regional healthcare system, Thomas Jefferson University Hospitals are dedicated to excellence in patient care, patient safety and the quality of the healthcare experience. In 2009, U.S. News & World Report ranked Thomas Jefferson University Hospitals among the nation's top medical centers for a number of specialties including orthopedics, rehabilitation medicine, cancer, digestive diseases, ear, nose and throat and respiratory disorders. Begun in 1825, the Hospital now has 957 licensed acute care beds, with major programs in a wide range of clinical specialties. Services are provided at four locations--the main hospital facility and the Jefferson Hospital for Neuroscience, both in center city Philadelphia, Methodist Hospital in South Philadelphia and Jefferson Voorhees in South Jersey.

As an employer, Jefferson maintains a commitment to provide equal access to employment. All present and future employees at Jefferson can be assured that they will not be judged on the basis of race, color, national or ethnic origin, ancestry, sex, sexual orientation, religion, age disability or veteran's status, but by their individual performances.

Director of Development, Oncology

Jefferson Foundation

Location: Philadelphia, PA

How to Apply: Please visit http://www.jefferson.edu/human_resources/employment/ and apply to posting #77839 or email resume to sarah.price@jefferson.edu

Reporting to the Vice President for Development, the Director of Development for Oncology will provide leadership and day-to-day management for the Departments of Radiation Oncology, Medical Oncology and the Jefferson Breast Center and other related programs as assigned. S/he coordinates all fundraising activities, including identification, qualification, cultivation, solicitation, and stewardship of prospects.

As a key member of Jefferson's fundraising team, the Director will work with the Vice President, other Foundation staff and Department Chairs to develop and implement key fundraising strategies for those departments, translate institutional priorities into fundraising programs, establish a long term development plan to support Jefferson's continued growth, collaborate and work closely with academic, physician and clinical leadership in identifying and responding to gift opportunities, and maintain the flow of information about these priorities throughout the organization. S/he will maintain an active portfolio of key major gift prospects.

ESSENTIAL FUNCTIONS:

- The Director of Development's primary focus will be to build from the ground up a formalized and professional development function and individual major gift portfolio within the areas of Medical Oncology, Radiation Oncology, the Jefferson Breast Center and other defined priority programs in

order to identify, qualify, cultivate and solicit gifts to Jefferson.

- The DOD will maintain organized and consistent communication with physician and departmental leaders who serve as critical players for the fundraising program. The DOD will respond to the needs of these key players and collaboratively identify potential gift opportunities.
- The DOD will develop a comprehensive understanding of the educational, research, clinical and financial needs and goals of their programs; establish, maintain, and grow a highly responsive and collaborative major gift program to meet these needs/goals.
- In consultation with the Vice President for Development, the DOD will set goals for fundraising activity and will monitor and maximize performance in prospect identification, strategy development, cultivation, and solicitation activities.
- The DOD will personally maintain a portfolio of major gifts prospects, maintaining frequent contact with those prospects.
- Interacts with co-workers, visitors, and other staff consistent with the core values of the University.

OTHER FUNCTIONS AND COMPETENCIES:

- The DOD will work collaboratively with the Director of Corporations and Foundations to identify and cultivate proposal opportunities in support of oncology programs.
- The DOD will work collaboratively with the Director of Annual Giving to prepare segmented direct mail solicitations. The DOD will also respond to prospects identified through the Annual Giving program for further cultivation.
- The DOD will report on activity, proposals, and gifts within the assigned areas of cultivation.
- The DOD will engage the KCC Advisory Board to build a portfolio of major gift donors interested in supporting cancer care and research at Jefferson.
- The DOD will ensure that the efforts of the physician leadership are focused on individual major gift prospects and manage the effective deployment of these individuals.

EDUCATIONAL/TRAINING REQUIREMENTS:

Bachelor's degree required, Master's degree preferred.

EXPERIENCE REQUIREMENTS:

- Five to seven years of progressively responsible development experience including successful fundraising interactions with major gift donors (\$100,000 and above).

ADDITIONAL INFORMATION:

- Knowledge of, and experience within, an academic or academic medical center environment strongly preferred.
- Demonstrated ability to provide leadership and strategic direction. Ability to develop trust and strong collaborative working relationships.
- Solid volunteer and staff management skills; the ability to develop strategic plans, set objectives, performance standards, and achieve program goals and objectives.
- Strong computer aptitude including a working knowledge of Microsoft Office in Windows environment: MS Word, Excel and Power Point.
- Strong communication skills, both oral and written; must be able to communicate effectively to a large/diverse audience, including senior administration, donors, prospects, co-workers, and other hospital/university employees.
- Ability to articulate a compelling case for major philanthropic support for the programs of Jefferson, presenting objectives persuasively to potential donors.
- Must be a self-starter with a sense of urgency, a clear set of priorities, and the ability to adapt to changing circumstances in an environment where working across boundaries and leveraging strengths are necessary. Must have a creative approach to problem solving, and the ability to take advantage of emerging opportunities. Ability to function effectively in a complex organizational environment demanding high energy level, discretion, patience, enthusiasm, and humor.
- Ability to function independently yet foster collegiality and cooperation within a metrics driven fundraising environment.
- Must be willing to travel and work evenings, as needed.

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Assistant Director, Development Research **Thomas Jefferson University & Hospitals**

Responsibilities

The Assistant Director will be responsible for assisting the Director of Research with the management and oversight of development research functions for major gifts within a comprehensive campaign environment. S/he will assist with management of the research team, as well as mentor and help set priorities for team activities, reflecting the priorities of the Jefferson Foundation. Also, s/he will assist with setting and documenting policies and procedures to facilitate the operation of the Prospect Research program; and managing the day-to-day operations of the program, providing proactive analysis and recommendations for potential prospects along with preparing biographical and financial research on individuals, foundations, and corporations.

Qualifications

- Bachelor's degree from an accredited four-year college and/or combination of education.
- 3 to 5 years related prospect research, development, or marketing research experience.
- Solid understanding of prospect research principles, ethics, methodologies, and resources. Proficiency at understanding wealth indicators for an individual as well as retrieving and analyzing financial data on corporations and foundations.
- Proficiency with Microsoft Office suite.
- Excellent attention to detail and a high degree of accuracy.
- Ability to handle several projects simultaneously, accommodate shifting priorities, and meet deadlines.
- Ability to use appropriate technologies and skills for data gathering and manipulation.
- Knowledge of Raiser's Edge, or ability to independently and efficiently acclimate him/herself with donor management systems.
- Strong interpersonal skills; as well as a strong initiative and self-motivation and the ability to work both independently and in teams within a customer-service oriented environment.
- Experience in a fund-raising environment, preferably at a health care organization or in higher education.
- Interest or past experience with data mining or data analytics a plus.

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

Individual Giving Officer

The Philadelphia Education Fund seeks a full-time Individual Giving Officer who will oversee individual giving for an educational non-profit organization with a 28-year history of improving the quality of public education. The primary role of the Individual Giving Officer is to increase individual donor support for unrestricted and restricted Ed Fund programming. The Individual Giving Officer will identify, cultivate, and solicit gifts from new individual donors and nurture and encourage existing individual donors. He/she will work closely with other staff to create and fulfill the donor experience, from acquisition of new donors to stewardship. The successful candidate will have demonstrated fundraising success, high-level organizational skills to manage complex projects, and strong communications skills, both oral and written, supported by the ability to use technological tools. This is an excellent growth opportunity for a fundraising professional to work within a team environment toward collective goals while fulfilling a primary role in the organization's individual giving strategy.

Visit www.philaedfund.org/jobs to view the full job description.

Please email application letter, resume and contact information for three professional references to: applications@philaedfund.org.

Director of Annual Giving

Philadelphia University

The ideal candidate will have a minimum of seven years of fundraising experience, preferably in (but not necessarily limited to) higher education. Significant experience in making personal solicitations is required. Most important, through her/his actions, initiative and demonstrable success, the successful candidate will be readily identified as a *leader*.

Reporting to the Vice President for Development and Alumni Relations, the Director will actively identify, cultivate, solicit and steward a portfolio of annual giving prospects, including alumni, parents and friends of the University. Supervise an Assistant Director of Annual Giving, who is responsible for, among other duties, on-campus paid student phonathon and the senior class and young alumni giving programs. Develop and implement annual giving programs and direct comprehensive direct mail, telefundraising and electronic fundraising campaigns in support of raising unrestricted funds. Provide leadership on select fundraising efforts that seek restricted funds. Manage annual events that cultivate and steward donors and would-be donors, including the annual Philadelphia University Golf Invitational.

The University is nearing the close of the fourth year of a five-year comprehensive fundraising campaign. With more than \$47 million raised on a \$40 million goal, the campaign has been an unqualified success, and its performance is a strong signal of validation from a broad constituency of supporters. The ultimate goal of the campaign is to fuel the University's Strategic Plan to be the model for professional university education in the 21st century. The Director of Annual Giving will be an integral member of the team that is charged with leading the ongoing success of the campaign and the realization of the Strategic Plan.

Salary is competitive and commensurate with experience. We are an Equal Opportunity Employer. Interested candidates should email cover letter, resume, and salary requirements in confidence to develalumnijobs@PhilaU.edu

Director of Advancement

The Delaware County SPCA

Media, PA

The Delaware County SPCA is a 102-year-old non-profit organization open seven days a week for adoptions. The Adoption Center has approximately 50 staff and a budget of nearly \$2.2M. In 2012, more than 3,100 animals were adopted from the lifesaving facility. The Delco SPCA has a strong volunteer program, in addition to providing humane education, cruelty investigations, low-cost veterinary care such as wellness clinics and low-cost spaying and neutering for the public.

The Delco SPCA is currently seeking nominations and applications for the position of Director of Advancement, who would report to the Executive Director. The Director of Advancement will manage staff members and will be responsible for increasing gift support for current operations through annual and major gifts and building endowment, while also developing a consistent message for both internal and external constituents.

Qualified candidates must be committed to the Delco SPCA's mission, have a bachelor's degree and at least 5 years of experience with a proven track record of results. S/he must thrive in a collaborative environment working with wide-ranging constituents. Clear understanding and ability to manage all facets of development required. Major gift solicitation and/or marketing experience strongly preferred. Ability to work occasional evenings and weekends required.

To apply, please email resume and cover letter to:

Richard Matelsky, Executive Director

rmatelsky@delcospca.org

Senior Associate Director, Annual Giving

University of Delaware

Newark, Delaware

The University of Delaware has been recognized by the Chronicle of Higher Education for providing benefits and policies that make employees feel valued. Information on these benefits is available on the Office of Human Resources website at www.udel.edu/benefits.

For additional information regarding the position listed below and all open positions please visit the UDJOBS website at www.udel.edu/udjobs.

Senior Associate Director, Annual Giving

CONTEXT OF THE JOB

The Office of Development and Alumni Relations engages donors, alumni, friends, parents, faculty, staff and students in a lifelong relationship and fosters a tradition of philanthropy to strengthen the University's legacy as one of the great public institutions of higher education in America. We invite applications for the Senior Associate Director, Leadership Annual Giving position.

Under the limited direction of the Senior Director of Annual Giving, the Senior Associate Director is responsible for the overall direction and management for the University's leadership gift society program, Delaware Diamonds Society (DDS), and the Faculty/Staff Campaign. This position exercises autonomy in overseeing and managing both programs, soliciting donors, guiding marketing efforts, advising on events, and providing critical and strategic vision and implementation for growing these programs. The Senior Associate Director is responsible for developing and implementing strategies for solicitation of gifts of all levels from faculty and staff as well as leadership annual gifts and cultivation of members through DDS, for retaining existing members, reactivating lapsed members and the acquisition of new members and donors. The Senior Associate Director will recruit and manage the volunteer efforts for both the Delaware Diamonds Society Committee and the Faculty/Staff Campaign of peer solicitors. Additionally, the Senior Associate Director will conceptualize and collaborate with the Donor Relations & Special Events Team on DDS events and Faculty/Staff events for cultivation and stewardship.

Delaware Diamonds Society recognizes 3,500 alumni, parents, friends, students, and faculty/staff as members as leadership donors giving millions annually. DDS cultivates, solicits and stewards annual donors of gifts ranging from \$1,000 and up, with a solicitation focus on gifts below the endowment level of \$50,000. The Society's recent rebranding now recognizes and solicits undergraduate young alumni and current undergraduate students, and requires development of a specific marketing strategy.

Qualifications:

Bachelor's degree and at least five years of relevant experience required, preferably successful years in fundraising. Development experience in higher education highly desirable. Demonstrated understanding of sophisticated fundraising and marketing techniques, volunteer management, donor relations and stewardship. Self-motivated, well-organized, detail-oriented, and must possess

demonstrated effective communication skills in all forms—written, verbal, observational, presentation, and listening. Demonstrated track record of successful experience in annual and leadership gift fundraising highly desirable. Excellent interpersonal skills are required with the ability to interact with a diverse group of individuals both internal and external to the University. Ability to use tact and diplomacy and to maintain a high level of confidentiality. Strong management and leadership skill with solid writing skills to prepare clear, concise and effective correspondence, reports, and other documents. Experience working effectively with deans, directors, academic and university leaders or high level executives preferred. Standard computer skills required, database management, word processing, e-mail, spreadsheets, reports, etc. Commitment to collaborative teamwork and individual accountability. Excellent interpersonal, organizational, and supervisory skills. Ability to motivate colleagues and donors. Ability to communicate and work effectively within a diverse community. Some travel required. Some evening and weekend hours required. Job ID: 101299

The UNIVERSITY OF DELAWARE is an Equal Opportunity Employer.

Associate Vice President for Development
University of Maryland University College

Adelphi, MD

www.umuc.edu

University of Maryland University College is a premiere institution of higher education designed to meet the unique and diverse academic needs of working adults, including active members of the military. As the public state and national leader in distance and distributed education and one of 11 accredited, degree-granting institutions in the University System of Maryland, UMUC has earned a global reputation for excellence as a comprehensive virtual university and for focusing on the unique educational and professional development needs of non-traditional students. Headquartered in Adelphi, Maryland, UMUC has classroom locations in the Washington, D.C. metropolitan area, Europe and Asia, and provides award-winning online classes to students worldwide.

UMUC seeks an innovative and agile fundraising leader to serve as the Associate Vice President for Development. As a front-line fundraiser and advocate for the College, the AVP will play a critical role in the advancement of its philanthropic goals and, thereby, UMUC's mission to provide top-quality educational opportunities that are respected, affordable, and accessible. The AVP will: provide dynamic leadership and direction for the major and annual giving programs; work in close collaboration with and report to the Vice President for Institutional Advancement; guide and oversee all aspects of corporate, foundation, and individual major and annual giving; proactively identify new prospects to expand and further diversity the College's donor base; build and manage a portfolio of alumni, friends, families, organizations, and corporations; and, create inventive engagement, cultivation, and stewardship strategies – designed to further the loyalty and engagement of the community to encourage higher levels of support and involvement.

The ideal candidate will have the talent, creativity, and capacity to apply traditional fundraising best practices within a very entrepreneurial, matrix environment. Other requirements include: track record of increasing and diversifying philanthropic support from both defined and non-defined constituencies; creative, energetic approach to fundraising and constituent engagement; stature, professional confidence, and proven ability to engage, motivate, and develop productive relationships with diverse leaders and volunteers, faculty, donors, prospects, staff, and other internal and external constituencies; excellent communication, writing, and listening skills, as well as intellectual curiosity and dexterity.

UMUC has retained Freeman Philanthropic Services, LLC to assist on this executive recruitment. Confidential inquiries, applications, and nominations should be sent directly to FPS via e-mail UMUC@glfreeman.com. All applications must include an up-to-date resume and a formal letter of interest (addressed to Gail L. Freeman, President of FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is the logical and desired next step in his/her career. Additional materials and information will be requested during the search and interview process. AA/EOE

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.

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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.