



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: August 15, 2012

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.

Contributions Administrator

ACTS Mission Foundation, a nonprofit supporting organization of ACTS Retirement-Life Communities, Inc., seeks an experienced Contributions Administrator to manage receipt of charitable gifts and provide administrative support to the foundation.

Requirements:

- * Bachelor's degree in Business, Nonprofit Management or related field
- * 2+ yrs of related work and volunteer experience
- * Mastery of Raisers Edge
- * Advanced computer skills including spreadsheet, database management and mail merging
- * Excellent communication and problem solving skills
- * Strong attention to detail
- * Sound decision making skills

Interested candidates can forward their resume, cover letter with salary requirement and three references to:

Karen Russell, Director of Charitable Programs ACTS Mission Foundation P.O. Box 90 West Point, PA 19486-0090

E-mail: russell@actslife.org

ACTS Retirement-Life Communities, Inc. is the nation's largest owner/operator of continuing care retirement communities.

The philosophy of ACTS, which guides our relationship with our employees, is based upon confidence in and respect for the dignity and individuality of each employee. We recognize that the success of our business is directly related to our employees. It is for this reason that we strive to provide a working environment based on fair employment practices, competitive pay and benefits, career opportunities and programs designed to help you achieve personal growth.

At ACTS, you can build a challenging and rewarding career with competitive benefits, and a full range of opportunities for professional growth.

Equal Opportunity Employer

www.acts-jobs.org

Special Event Project Consultant
American Civil Liberties Union of Pennsylvania

The American Civil Liberties Union of Pennsylvania is holding its 2012 Bill of Rights Dinner, to be presented this year on October 10 at the National Museum of American Jewish History in Philadelphia. We are seeking an individual very experienced in events management to assist with planning and execution. The event is an annual awards banquet, this year recognizing Rep. Babette Josephs and Dechert LLP for contributions to protecting civil liberties. We expect about 275 people. The evening includes reception, silent auction, dinner and program. We need assistance with caterer, promotion, guest relations, program book, day-of-event, silent auction, and other tasks. This is a short-term, part-time, paid position located in our Philadelphia office with flexible hours. Compensation rate up to \$50 per hour, with a maximum fee offered for the contract. Work on October 10, day of the event, is required. Interested individuals, please send letter and resume before August 27, 2012 to Bruce Makous at bmakous@aclupa.org; 215-592-1513 x118. ACLU of Pennsylvania is an equal opportunity/affirmative action employer. Women, people of color, persons with disabilities, ethnic and religious minorities, and LGBT persons are encouraged to apply.

Director of Annual Giving
American Friends Service Committee

The AFSC is a Quaker organization, which includes people of various faiths who are committed to social justice, peace, and humanitarian service. Its work is based on the Quaker belief in the worth of every person and faith in the power of love to overcome violence and injustice. The Director is responsible for broadening the base of annual support and increasing the level of annual gifts to AFSC. Through comprehensive direction and management of the Annual Giving program, this position oversees the annual fundraising operation of the department including strategic planning, program implementation and resource management and allocation. The Director collaborates with Communications, AFSC programs and other fundraising programs to achieve goals. The Director of Annual Giving is an integral member of the development leadership team.

Qualifications:

- Possess a B.A. degree and have experience in non-profit annual giving programs or equivalent business, marketing, sales, or non-profit management experience;
- A track record of organizing successful fund raising activities; management experience and professional development of staff;
- Skills in workflow analysis, developing and implementing new strategies and procedures; excellent critical thinking, project management and strong donor friendly writing skills;
- Willingness to travel both regionally and nationally;
- Familiarity with Raiser's Edge program is preferred;
- Demonstrated ability to work and communicate with diverse staff.

COMPENSATION: \$80,000 - \$95,000

Apply online at: <https://jobs-afsc.icims.com/jobs/1252/job>

Director, Development Office
CHESTER COUNTY ECONOMIC DEVELOPMENT COUNCIL

JOB DESCRIPTION

Reports to: Chief Operating Officer

PRIMARY RESPONSIBILITIES

- Research feasibility and potential of a "Development Office" model to spur diverse, long term and strategic donations to support CCEDC programs and services; Design/implement if feasible.

- Manage all aspects of the CCEDC Investor Program (i2i) including:
 - Arranging and attending appointments, along with appropriate CCEDC representatives, with existing and prospective investors
 - Solicit investment dollars from business community
 - Managing quarterly invoicing process for existing investors
 - Assuring Investor benefits are provided consistent with how they are presented and promised to investors
- Represent CCEDC at key events targeted to the Chester County business community
- Proactively promote and engage investors in CCEDC programs and services
- Oversee the coordination and promotion of the Annual Stakeholders Events and CCEDCs Breakfast Briefing Series (supported by Marketing Coordinator)
- Manage writing and distribution of In the Know, CCEDCs electronic newsletter (supported by Marketing Coordinator)
- Assist with Marketing Committee Activities
- Serve as primary point of contact for general public relations inquiries.
- Other duties as assigned.

SECONDARY RESPONSIBILITIES

- Assist COO with Governor’s Action Team Projects as necessary

Requirements:

- Bachelor’s degree required
- Experience in development activities, corporate giving and fundraising required
- Experience/knowledge of the Chester County and the Philadelphia region preferred
- Experience with non-profit organizations and/or economic development preferred
- Superior interpersonal, computer, communications and management skills.
- Ability to work independently and complete tasks effectively and on time

Hours Required: Full-Time

Send Resume and Salary Requirement to: kfield@cceconomicdevelopment.com

Development Associate

Crozer-Keystone Health System, serving the health care needs of Delaware County, PA residents, seeks a development professional whose primary responsibility is to manage the database system and annual fund programs at the Health System’s two Foundations: the Crozer-Chester Foundation and the Delco Memorial Foundations. Reporting to the AVP of Foundations, the Development Associate will manage the Raiser’s Edge database system including gift entering and reporting; updating and maintaining constituent records and maintaining the Foundation’s website. This position also manages the Annual Fund Program and will design and implement the direct mail program for CKHS Hospitals. The Development Associate will also participate in additional fundraising activities as needed including: employee and capital campaigns and special events.

The successful candidate will have a Bachelor's degree and database experience preferably in Raiser’s Edge. The position requires strong computer skills with database experience preferred, interpersonal, written, and verbal and presentation skills. Ability to handle multiple tasks, work under pressure and manage time effectively.

Please apply online at www.crozerkeystone.org Select Careers from the top menu and then select Crozer-Chester Medical Center to see and apply for this position.

Director of Development
Children's Scholarship Fund Philadelphia (CSFP)

Established in 1999, CSFP provides partial scholarship awards to kindergarten through 8th grade low-income Philadelphia children. CSFP has found tremendous need for quality educational options. It currently supports 3,500 students and issues 2,000 new scholarships annually.

The Director of Development will be a key member of the CSFP's development team working closely with the President of the Board, Executive Director and Board of Trustees in gaining greater support for CSFP funding, activities and events. The Director of Development will be an integral player in developing, implementing and monitoring the Fund's long-range strategies for securing its giving program. This includes donor cultivation, marketing and communications, overseeing special events, and recognizing opportunities to increase donor participation.

Bachelor's degree and a 5-7 year minimum of solid experience in major gift fund raising, as well as significant experience in the design, execution and growing of a high performing Development program required. Candidates will possess exceptional organizational and executive-level management skills and impeccable judgment and maturity to work collaboratively with executives, Trustees, volunteers and community leaders.

Competitive compensation and benefits package.

Send letter and resume with demonstrable accomplishments to Ms. Ina B. Lipman, Executive Director, at Lipman@csfphiladelphia.org.

Development Intern
Gift of Life Family House

Gift of Life Family House, an affiliate of Gift of Life Donor Program, serves as a "home away from home" for transplant patients and their families by providing temporary, affordable lodging, meals and supportive services to those who travel to Philadelphia for transplant-related care. Gift of Life Family House is a 501(c)(3) non-profit charitable organization.

This is an excellent internship opportunity for a student majoring in college level Public Relations or Marketing programs to support Gift of Life Family House Administration and Fund Development initiatives.

Responsibilities include:

- Assists with planning, assembling of materials and special projects for (and possibly attend) third-party fundraising events.
- Oversees and coordinates Family House social media pages to enhance interaction
- Updates Website content
- Assists with developmental elements and organization of Family House Meal Program.
- Assists in preparing, compiling and producing marketing and communication materials for Family House initiatives and programs, in conjunction with staff, committee members, consultants, vendors, volunteers, financial contributors and sponsors.
- Prepares materials for meetings, appointments and presentations.
- Proofreads copy for spelling, grammar, and layout, making appropriate changes necessary to achieve accuracy and clarity.
- Prepares, organizes and facilitates mass mailings and general mail.

- Maintains and updates electronic and manual filing system, retrieves information from files when needed.
- Complete research and special projects as assigned by Family House Staff

Applicants should have superior written and oral communication skills, as well as knowledge of Microsoft Office, has a strong interest and knowledge in using social media, experience working in a professional office environment; will demonstrate poise, tact and diplomacy; will act in a courteous, positive and responsive manner; will possess the ability to work independently or as part of a team, and ability to work some evenings and weekends as necessary.

To investigate joining the Family House team, please submit resume to: Human Resources, 401 North 3rd Street, Philadelphia, PA 19123

Fax: 215-963-0702 Email: amatthews@donors1.org

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

Executive Director
Kennett Symphony of Chester County

Job Description

The Kennett Symphony of Chester County seeks an Executive Director to lead KSCC into 75th season. KSCC performs six concerts annually in Chester County including Longwood Gardens and West Chester University.

Position Summary:

The Executive Director, with the Board of Directors, is tasked with implementing the mission of KSCC. The Executive Director serves as the chief operating officer of the Kennett Symphony and reports to the Board.

The Executive Director oversees policy planning, strategy and day-to-day operations. In collaboration with the Board and Music Director, ED creates a vision for KSCC. ED oversees fund-raising and marketing. ED is KSCC representative and responsible for constituency relationship.

Responsibility Summary:

- Supervises daily activities of KSCC staff and volunteers.
- Works with Symphony personnel manager involving musicians and union.
- Prepares annual budget with Board and Music Director. Oversees and maintains daily budget.
- Recruits and engages volunteers.
- Implements and manages marketing plan and KSCC website.
- Works with Board to develop and implement an Annual Fund, corporate sponsorships, grant applications and major gifts.
- Oversees and manages constituency/ donor database.
- Works with Board, staff and volunteers, for fund/ friend-raising events.
- Develops orchestra operations annual master plan.

Candidates Should Have:

B.A., pref. arts related; 5 years experience: arts management or non-profit experience. Evidence of advancement in profession and self-starter. Microsoft Office proficiency, excellent communication and people skills, ability to multi-task and manage staff / finances. Leadership in non-profit marketing/ development.

Position Parameters:

Full time with hours outside work week. Salary /benefits commensurate with experience. KSCC is an equal opportunity employer and a 501 (c) (3).

To Apply or for Further Information:

Qualified applicants submit resumes to the Kennett Symphony, Executive Director Search Committee Chair, Emily Moody at emoody@longwoodgardens.org. No phone calls.

Administrative Coordinator, Development
The Wistar Institute

The Wistar Institute is an international leader in basic biomedical research with specific expertise in cancer research and vaccine development. Founded in 1892 as the first independent nonprofit biomedical research institute in the country, Wistar has long held the prestigious Cancer Center designation from the National Cancer Institute. The Institute works actively to ensure that research advances move from the laboratory to the clinic as quickly as possible.

TITLE: Administrative Coordinator, Development

SUPERVISOR: Peter Corrado

SUMMARY: The Development Office has an opening for Administrative Coordinator. This position will serve as the main administrative staff person for Wistar’s Development office.

DUTIES: Provides administrative support including answering phones, purchasing supplies, and handling mail; Coordinates meetings and conference calls; Works with vendors to assure delivery of service and accuracy of billing; Helps with mailings. Maintains and updates database for the purposes of acknowledgment, report generation, recognition, stewardship, and solicitation; Develops monthly financial reports for accounting. Assists with the coordination and organization of special events; Assists in the implementation of special events in and outside of the department such as preparing name tags, helping on registration, organizing parking, and managing invitation lists.

Performs other duties as assigned.

QUALIFICATIONS:

Education:

High school diploma or equivalent.

Experience Preferred:

Several years of experience as person with primary responsibility for maintaining a fund-raising database with a non-profit organization. Proficiency in use of Raiser’s Edge or equivalent experience preferred.

We offer an excellent benefits package, including tuition assistance. EOE/AA/M/F/D/V.

Interested candidates should apply online at: <http://www.wistar.org/the-institute/employment>

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.