



**Association of Fundraising Professionals
Greater Philadelphia Chapter**

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AFP-GPC Job Bank Web Posting: December 1, 2011

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 Consultant (Part-Time Contract Position)

A collaborative of the Bucks, Chester, Delaware, and Montgomery County **Area Agencies on Aging (AAA)** is launching a new non-profit entity to provide private pay services to support adults living independently in the community through a one stop shopping model including such services as care coordination, chore services, companion care, medication management and bill paying. The organization will generate a new source of revenue for the AAAs to serve consumers currently on the waitlist who would not qualify or otherwise might decline to participate in existing county government-funded programs. This initiative builds upon the existing quality AAA foundation to ensure a new pathway toward future financial sustainability for the aging network, and will assist the region in meeting the growing demands for new and expanded services and programs.

Key Roles and Responsibilities

- Achieve grant writing goals for both public and private funding
- Write and edit all grant proposals and reports
- Solicit and earn non-competitive government funding
- Manage grant relationships in database
- Create a grant report for the Board of Directors
- Other duties, as required

Qualifications

- Basic Development and Grant Writing skills
- Minimum five (5) years experience in grant writing required
- Bachelor's Degree required
- Experience with fundraising/communications
- Strong communication skills, including writing and editing ability
- Ability to think strategically, creatively and collaboratively
- Excellent attention to detail
- Be a flexible, skilled problem-solver and self-starter
- Experience with aging or disability community is a plus, but not required

Please submit a cover letter and resume with three (3) references electronically in PDF or Microsoft Word format to Stephen Gamble, Deputy Director, Delaware County Office of Services for the Aging (COSA) GambleS@co.delaware.pa.us by **Thursday, December 22, 2011 – 4:30 PM.**

**Director of Individual and Corporate Giving
Starfinder Foundation**

This position is responsible for the development and implementation of the Starfinder individual and corporate gifts program that includes major gifts, annual fund gifts, donor services and programming, and the development and delivery of individual and corporate giving communications. The Director is a key contributor to the development of institutional short and long-term strategy and planning. For a full job description, visit:

<http://starfinderfoundation.org/news/68/106/11-18-11-Seeking-Director-of-Individual-and-Corporate-Giving.html>

Director of Development

ACHIEVEability Philadelphia, PA

ACHIEVEability is a non-profit 501(c)(3) organization working to permanently break the cycle of poverty for single parent, low-income families through education, supportive services, community and economic development, housing, and accountability.

Reporting to the Chief Executive Officer, the Director of Development will be responsible for positioning, promoting and representing ACHIEVEability and securing the resources required to support/fund the annual operating budgets, ongoing capital budgets and endowment. The Director will be responsible for cultivation and fundraising events and developing, marketing and positioning ACHIEVEability's strategic fundraising efforts and managing all components of that process.

Qualified candidates will have a minimum of five (5) years of progressively responsible development experience with the ability to design, implement and assess the success of a multi-year strategy for building a program. The successful candidate will have a demonstrated ability in the areas of grant writing, annual giving, major gifts, planned giving, stewardship and event management. The individual must be able to build relationships with donors, volunteers and administrative colleagues. Candidates must have an understanding and commitment to the mission of ACHIEVEability. Bachelor's degree required, advanced degree preferred. Must be able and willing to travel. For a complete position description and additional information about ACHIEVEability, visit our website at www.lambertassoc.com.

Qualified candidates may send a resume and salary history to: Tara Sweeney, Lambert & Associates, 222 South Manoa Road, Suite 201, Havertown, PA 19083; cfmcgeever@lambertassoc.com; tsweeney@lambertassoc.com

Director of Major Gifts – Part-time

We are offering an incredible opportunity for an experienced major gifts professional to work part-time with a flexible work arrangement for the leading women and girls funding and advocacy organization in the Greater Philadelphia area. **WOMEN'S WAY** seeks a Director of Major Gifts to help formally establish a major donor program. The Director will create the organization's infrastructure and capacity, building a team of volunteer leaders and others committed to the mission of WOMEN'S WAY. S/he will cultivate and solicit a portfolio of significant current donors and research new prospects on an ongoing basis.

The Director of Major Gifts will report directly to the Executive Director and work closely with the Director of Development and Marketing. The successful candidate will have at least 5 years of experience in individual major gifts fundraising, and show a track record of closing major gifts and building an organization's infrastructure as related to this work. S/he will be adept at using technology to carry out the roles and responsibilities of the position. Being able to work with a wide variety of constituencies and identifying non-traditional prospects is a must.

Candidates will have a Bachelor's degree; graduate degree plus. Position is part-time and there will be some travel involved. WOMEN'S WAY offers a competitive salary commensurate with experience and a generous benefits package.

To apply, submit a cover letter, which must contain salary requirements, and resume to: WOMEN'S WAY, 123 S. Broad Street, Suite 1399, Philadelphia, PA 19109; Attn: Director of Major Gifts Search; info@womensway.org; No phone calls, please. www.womensway.org

Planned Giving Representative

The Salvation Army

Manage the Army's relationship with an assigned caseload of prospects and donors for the cultivation, promotion and closure of planned gifts within and for the benefit of the Division or corps/units within the Division. Develop and implement a communications and stewardship plan for each assigned constituent, and solicit gifts with a view toward facilitating major and ultimate gift commitments. Work to successfully fulfill financial and activity goals agreed upon for each fiscal year. Provide proper estate and gift planning education, counsel, wording and strategy development to donors, prospects, volunteers and volunteer groups (including advisory boards / committees), financial advisors, Salvation Army officers, and employees. Support the development and implementation of the planned giving strategic plan and marketing efforts. Maintain organized, meticulous records in the divisional donor database (Raiser's Edge) related to donors and

prospects with the support of the Planned Giving Administrative Assistant.

Requirements:

Bachelor's degree. Significant experience in planned giving or related financial planning work. Demonstrated record of cultivating and closing individual gifts. Superior customer service skills. Strong oral, written, and interpersonal communication and presentation skills. The ability to proactively follow through on assigned tasks and plans in a timely manner and to take initiative. Must have an understanding of and appreciation for the Mission of The Salvation Army. Have or earn within three years from date of hire a level of certification applicable to planned giving, such as: CFP®, ChFC®, JD, CAP®, CFA, CGPA, CGPP or other approved designation. Since the Representative will be driving in the performance of his or her duties, must have and maintain a valid automobile operator's license and a driving record acceptable to The Salvation Army.

Please send, fax or e-mail your resume and a cover letter to: Deborah Fisher at Deborah_fisher@use.salvationarmy.org or fax 215-787-2857; No phone calls, please.

Director of Stewardship and Development

Bryn Mawr Presbyterian Church, Bryn Mawr, PA

The Director of Stewardship and Development (DSD) is a key member of the staff reporting directly to the Senior Pastor-Head of Staff and working closely with the chairs of the annual stewardship campaign, the Bryn Mawr Presbyterian Church Foundation, and the major gifts campaign. The DSD will provide strategic leadership and overall coordination of the pastoral/senior professional staff and lay leadership for the execution of annual stewardship and fund development activities at the church with a focus on a unified and spiritual approach to these three components of funds development in this church setting.

Experience: The successful candidate will possess a Bachelor's degree and a minimum of eight years of relevant work experience and will not be a member of the church. Candidate must possess the following skills: leadership in designing and implementing fund development activities; ability to articulate a stewardship message; excellent verbal and written communication skills; relationship building; and ability to ask donors for support.

Benefits: The church provides a generous benefits package which includes group health insurance, vacation days, disability and contributory retirement plan.

Salary: Will be commensurate with experience.

If interested, please send a letter of inquiry and resume to: Joanne Solarz, Executive Director of Operations, Bryn Mawr Presbyterian Church, 625 Montgomery Avenue, Bryn Mawr, PA 19010 joannesolarz@bmpc.org

Vice President of Development

Community Volunteers in Medicine, West Chester, PA

Community Volunteers in Medicine (CVIM) is a community-based, volunteer nonprofit organization providing primary medical and dental care to low income, working people in Chester County without insurance. Our operating budget is supported by generous donations from individuals, businesses and corporations, foundations, United Way, Faith-based organizations and civic groups.

Position:

The primary function of the VP of Development is the effective positioning and advancement of Community Volunteers in Medicine to the philanthropic community. With the President/CEO and Board, the VP of Development is responsible for the planning and execution of the Development Plan including major gift and planned giving programs, annual campaign, golf classic event, donor and prospect relations and other activities designed to secure philanthropic support.

Qualifications:

Holds a minimum of Bachelor's degree

Minimum of five years experience in a fundraising position

Experience in major gift campaigns and other relationship giving programs

Excellent verbal and written communication skills; publication experience helpful

Demonstrates qualities of leadership, maturity, integrity and organizational ability

Possesses excellent computer skills and knowledge of Raiser's Edge

Interested parties should send cover letter, resume, and salary requirement to:

mtomoschuk@cvim.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: enidmail@gmail.com, www.enidhorowitzfundraising.com or 215-646-3793.