



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: February 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.

Senior Development Officer

Bryn Mawr College is accepting applications for a Senior Development Officer.

The Senior Development officer will report to the Director of Major Gifts and will be required to implement and manage the cultivation and solicitation of a select portfolio of approximately 200 individual prospects for significant support of the College, with a focus on undergraduate alumnae, alumni of the Graduate School of Arts and Sciences and the Graduate School of Social Work and Social Research, along with a mix of parents and friends. The Senior Development Officer will work in coordination with the Director of Major Gifts and the Director of Prospect Research staff to visit potential new major gift prospects, and qualify as major gift prospects. The expectation is a minimum of 120 visits per year.

Qualified candidates will have a bachelor's degree, with a graduate degree preferred. Minimum of five years' experience in development, with three to five years of demonstrable experience soliciting gifts of \$50,000+, preferably in an institution of higher education, an academic medical center or a major arts institution. Prior experience in a capital campaign a plus.

Please submit a cover letter, resume and three professional references to jobs@brynmawr.edu.

Bryn Mawr College is an equal-opportunity employer; minority candidates and women are encouraged to apply.

Director of Development

Schwenkfelder Library & Heritage Center (SLHC)

The Schwenkfelder Library and Heritage Center, Pennsburg, PA is a museum and research archive interpreting the heritage of the Schwenkfelders and the Upper Perkiomen Valley community. SLHC is seeking an experienced part time Director of Development. The successful candidate for this hands-on position will be committed to the Heritage Center mission and in conveying it in all aspects of his/her work.

The candidate must excel in written and interpersonal communications and work closely with the Board Development Committee in building the Annual Fund Campaign, managing all aspects of the annual fund appeal efforts. This includes major gifts, corporate and foundation giving, and donor stewardship. He/She is responsible for identification, education and solicitation of prospects. The Director of Development will use SLHC donor management software, have excellent time management skills, and work with the Board Development Committee to initiate and build a planned giving program.

Please send resume to David Luz, Executive Director, Schwenkfelder Library & Heritage Center, 105 Seminary Street, Pennsburg, PA 18073 or via email: dave@schwenkfelder.com.

Director of Development
Eastside Charter School

REPORTS TO: Chairperson of the Board of Directors and the Head of School/Principal

JOB GOAL: In order to allow EastSide Charter School to continue to grow as a leading academic institution with a culture of high academic and social expectations, EastSide seeks a talented individual for the position of Director of Development. The Director of Development is responsible for setting the strategy for the development program and directs all aspects of both the annual fundraising and capital campaigns. The Director of Development will work closely with many internal and external stakeholders to expand the image of EastSide and to increase interest and financial support for EastSide Charter School. The Director of Development will work to support related business operations and other needs of the school.

OVERVIEW: Founded in 1997, EastSide Charter School is a tuition-free, public elementary school that educates students in grades K-8 in Wilmington, Delaware. The School has approximately 400 students, almost 90% of whom qualify for free or reduced cost meals under federal low income guidelines. EastSide prides itself on being a community-based school, using multiple partnerships, strong relationships with families, and a dedicated and hard-working faculty to ensure academic success for its students. EastSide is in the midst of a dynamic turnaround effort that will have a profound impact in Wilmington. All EastSide staff members play a significant role in ensuring that our students develop the character and skills necessary to be an influential and contributing member of their community and global society. This position is suited for someone who is willing to do "*Whatever it Takes*" to support our students in being successful in school and in life.

EastSide conducts all of its fundraising activities through an affiliated 501(c)(3) organization, EastSide Community Learning Center Foundation, which also is the owner of the land and buildings which Eastside Charter School occupies. The School campus consists of 8 acres and includes a gym, auditorium and generous playing fields, all of which are open to the community when not in use by the School. The Foundation has raised more than \$6 million to support its facilities and academic programs during the last 6 years.

MAJOR RESPONSIBILITIES AND DUTIES

The Director of Development will:

EastSide Board of Directors

- Attend all Board Meetings to take and prepare minutes
- Prepare and present fundraising updates and financial reports at Board meetings
- Coordinate the efforts of the Board's development committee (create agenda, communicate with members regarding meetings, take and distribute minutes)
- Assist Board members/Head of School with major donor cultivation and solicitation

Foundation Management

- Prepare and manage a budget for the Foundation's activities
- Maintain Foundation's financial books and records
- Develop and maintain budget and cash flow reports for the Foundation's operations
- Work with auditors to prepare annual tax filings
- Prepare annual corporate filings
- Coordinate activities of capital project contractors
- Manage facility rentals including scheduling, invoices, payments, and custodial coverage

Fundraising activities

- Create and follow annual fundraising plan
- Prepare Annual Fund solicitations and coordinate with Board letter signers
- Prepare and follow protocol for major gifts fundraising
- Identify and reach out to new grant opportunities through individuals, corporations, and foundations

- Organize strategic fundraising events and assist school leaders with special events as asked
- Schedule, prepare for and participate in all meetings with current and prospective funders
- Establish and manage process for capitalizing on matching gift opportunities

Communications and Community Relations

- Prepare quarterly Newsletter (working with Board Marketing Committee), coordinate printing and mailing; solicit proposals and manage relations with vendors
- Produce Annual Reports to donors and friends of the School, including state and federal reporting and end-of-year updates, supplemented with student letters and holiday cards
- Make audio visual/photographic records of School activities and media recognition
- Create and coordinate media relations and community outreach plan
- Coordinate and lead tours of the school
- Facilitate periodic briefings for community leaders and friends of the School
- Attend all PR briefings and prepare take-home packets
- Coordinate relationships with external partners and oversee on-site activities

Data Management and Reporting

- Follow the protocol for "Foundation Gift Recording and Reporting Procedures"
- Track pledge payments and mailing of payment reminders to donors and send thank you letters
- Maintain records of all donor-restricted gifts and verification of use of funds
- Set up files for Foundation/corporations and maintain copies of all proposals and correspondence
- Send contribution reports periodically (weekly during annual giving campaign and otherwise monthly) to Board Development Committee and Head of School
- Maintain and constantly update mailing list of donors, prospective donors and friends of the School

School's Business Office

- Make bank deposits and serve as FSF approver (State of Delaware vendor payment system)
- Improve and maintain school website
- Responsible for upkeep of copy machines and Audio/Visual equipment

Other

- Perform all other duties assigned by the Chair of the Board, and Head of School/ Principal

QUALIFICATIONS:

The ideal candidate will possess the following:

- Bachelor's Degree (required), Master's Degree (preferred)
- 3 years of experience in development or related field (advancement, grant-writing, fundraising)
- K-12 teaching or related education experience preferred

Skills/Traits:

- Excellent organizational, managerial, communication (written and oral), and interpersonal skills
- Financial recordkeeping, including QuickBooks expertise
- Experience with social media
- Ability to work collaboratively with Board and staff on donor relationships
- Flexibility, ability to multi-task, and ability to work in a fast-paced, and changing environment

COMMITMENT AND COMPENSATION:

Length of Work Year: 12 months; occasional evening and weekend commitments are also required

Salary and Benefits: Salary range is commensurate with qualifications and experience. Employee may also be eligible for a performance-based bonus as evaluated by the Chair of the Board and the Head of School. EastSide Charter School offers a friendly and committed team of colleagues and a comprehensive benefits plan.

Qualified candidates should send cover letter and resume to work@escs.k12.de.us.

Annual Giving and Grants Manager

Melmark, a non-profit, comprehensive multi- service provider of residential, educational, therapeutic, and recreational services for children and adults with developmental and intellectual disabilities is seeking a seasoned **Annual Giving and Grants Manager**.

General Responsibilities

The Annual Giving and Grants Manager is responsible for implementing the corporate and foundation grants program including, the identification and research of potential grantors and the completion of all grant proposals and required stewardship. This position will implement the Annual Giving program through a comprehensive direct mail program.

Basic Qualifications

Education/Training: Bachelor's degree required. Experience in grant writing (familiarity with annual giving/appeals is a plus).

Certifications/Licensure: A valid US State drivers license with a minimum of two years driving experience and a minimum of twenty-one (21) years of age. Must be capable of attaining approved Melmark driver status. Successful completion of employer provided certification in CPR, First Aid and Crisis Intervention.

Skill(s): Must have excellent organizational skills and the ability to coordinate multiple projects. Proficiency in software programs: Microsoft Word, Microsoft Excel, (familiarity with Raiser's Edge and SharePoint is a plus). Candidate must also have strong customer relations skills and strong creative and technical writing skills.

Experience: A minimum of three years experience in grant writing.

*Melmark is located in Berwyn, PA

*Interested candidates may apply online at www.melmark.org. Candidates are asked to include their salary requirements.

*Employment at Melmark is contingent upon: Child Abuse Clearance, Criminal History Checks, Drug Screen, Physical Proof of eligibility to work in the United States.

Melmark conducts thorough background checks on all potential employees

Consultant: Non-Profit, Event Planning and Marketing **Methodist Home for Children**

Position: Consultant: Non-Profit, Event Planning and Marketing

Department: Administrative

Status: Consultant: hourly rate by project

Primary Function: To plan and coordinate assigned events and marketing projects which include fundraising, public relations and marketing working with Board and Staff Members as assigned.

Immediate Supervisor: President and Chief Executive Officer

Qualifications: Five years fundraising experience with two years in event planning and marketing with Bachelor's Degree preferred.

Experience:

Background of three or more years of successful event planning, marketing, public relations, and fundraising. Proficient in word processing, desktop publishing and Excel. Knowledge and experience in private giving and charitable institutions are preferred. Excellent writing skills and interpersonal style. Understanding and appreciation for the spiritual motivation for giving to a charitable institution.

Characteristics Expected of Contractors:

1. Believes that people have the capacity to grow and change.
2. Has the ability to work in partnership with other team members
3. Is sensitive to and enhances cultural diversity.
4. Has the ability to set limits and supports the helping role of the practitioner, intervening appropriately to meet the needs of internal and external customers.
5. Has the ability to develop mutually respectful partnership with internal and external customers and stakeholders.
6. Maintains a positive work atmosphere by acting and communicating in an appropriate manner with clients, co-workers and management.

Contact:

Angele Marie Parker
aparker@methodistservices.org

Major Gifts Officer 4 (Director of Major Gifts)

Penn State's Office of University Development is seeking a Major Gifts Officer (Director of Major Gifts) to support Penn State Erie, the Behrend College. Responsible for providing leadership in the development and operation of fundraising programs designed to secure major gifts for the Behrend College which serves 4,700 undergraduate and graduate students from its 854-acre campus in northwestern Pennsylvania. A metropolitan area of 280,000, Erie, Pa. is a major service, tourism, medical and manufacturing region along Lake Erie's Presque Isle Bay. The college is two hours from Cleveland, Pittsburgh and Buffalo. The college operates four academic divisions – engineering (all majors ABET accredited); business (AACSB accredited); science; and humanities and social sciences --- and fields 22 NCAA Division III intercollegiate teams. Penn State is in the public phase of a \$2 billion plus capital campaign and the fundraising efforts of the Behrend College will play an integral role in the University's successful completion of this campaign; The college has a combined campaign goal of \$32 million and has raised more than \$36 million to date. The job reports directly to the Director of Development and also has a close working relationship with academic leaders at the college. The successful candidate will focus on prospects with gift capacities of \$50,000 or greater. The successful candidate will need to think strategically to help plan and implement major gift fundraising efforts on behalf of the Behrend College in order to identify, cultivate, and solicit alumni and other key constituents. In consultation with the Director of Development, the Chancellor, and the Office of University Development, the Director of Major Gifts will work on gift strategy, proposal development, prospect/donor visitation and related follow-up. Expected to complete an average minimum of fifteen (15) monthly visits with prospects and donors.

Travel is required.

The successful candidate must possess exemplary interpersonal skills and demonstrate a genuine appreciation in working with diverse audiences.

This position requires that you operate a motor vehicle as part of your job duties. A valid driver's license and successful completion of a motor vehicle records check will be required in addition to standard background check.

Typically requires a Bachelor's degree plus four years of related experience.

Within your cover letter, please describe your experiences working in a collaborative or team environment. Please highlight how you worked to engage donors and build trust and touch on the

types of relationships you were able to foster with donors/clients and the outcomes that resulted from your work.

Apply to job 38471 at <http://www.psu.jobs>.

Penn State is committed to affirmative action, equal opportunity and the diversity of its workforce.

Director of Institutional Advancement
Pennsylvania School for the Deaf

- POSITION TITLE
Director of Institutional Advancement
- EMPLOYEE STATUS:
This position is considered to be an exempt, full-time, 12-month position.
- ROLE RELATIONSHIPS
The Director of Institutional Advancement (DIA) reports to the Head of School
- DUTIES AND FUNCTIONS
The primary role of the DIA is to ensure ongoing growth in public awareness of PSD, its image and brand, and its services and to expand the capacity of the institution to achieve its strategic goals in enrollment, program funding, capital support, endowment fund growth, community and public relations, and media attention. The DIA:
 - Develops and implements marketing and public relations strategies and activities, and corporate sponsorships. He or she will team with the HEAD OF SCHOOL, other senior staff, and board and committee members in developing the school plan for Communications and Marketing.
 - Oversees fund development activities including annual giving, endowment, major gifts, foundation solicitations, special events, and planned giving. Works collaboratively with key staff to develop and implement a plan for a robust, comprehensive, and growing fund development program.
 - Pursues and successfully secures a combination of private and public sector funding to support PSD's programming and service mission.
 - Develops and maintains active and productive relationships with PSD's top management staff; committee members; donors; board members; grant makers; and representatives of print, radio, and television media throughout the state and with state and federal elected officials (in conjunction with the Communications Manager).
 - Supervises current development and marketing staff at PSD.
 - Provides leadership and inspiration to all PSD staff and volunteers who are directly or indirectly involved in fundraising and marketing.
 - Ensures ongoing growth in public awareness of PSD, its image and brand, and its services, and expands the capacity of the institution to achieve its strategic goals in enrollment, program funding, capital support, endowment, fund growth, community and public relations, and media attention.
 - Pursues and successfully secures a combination of private and public sector funding to support PSD's programming and service mission.

- Works closely with the HEAD OF SCHOOL and Administrative team members and members of the Board to identify gaps in marketing and fund development to match these gaps to communications and funding opportunities
- Implements plans for a comprehensive fund development program that meets the short-term and long-term funding requirements of the School.
- Provides the planning and materials necessary to achieve funding and communications objectives in a timely fashion and effectively
- Develops and submits program reports to funding sources
- Implements the marketing and development plan/strategy to meet annual targets/measures adopted by PSD.
- Directs, in partnership with colleagues and/or the development consultant, donor and prospect research for PSD initiatives to include individuals, foundations, corporations, and governmental funding sources appropriate to the work of the Institution.
- Manages Donor Acknowledgement appreciation and recognition programs.
- Other duties as assigned

5. QUALIFICATIONS

- CERTIFICATE(S) REQUIRED

PA State Police Criminal Clearance (Act 34)

PA Child Abuse History Clearance

FBI Clearance

Act 24 Clearance

6. SPECIALIZED TRAINING, EDUCATION OR EXPERIENCE

Master's degree in Business Administration, Public Relations, Marketing, or Nonprofit Management, or a Bachelor's degree and equivalent experience.

At least three years of progressively responsible institutional marketing and/or fundraising experience preferred

Ability to quickly synthesize information to produce high-quality written documents including plans, public relations materials, external communications, proposals, letters, grant budgets, presentations, and reports customized to each opportunity.

Superior organizational abilities, as well as excellent verbal and written communication skills

Experience in marketing, development, operations, and prospect research, proposal writing, budgeting, and presenting.

Background in fundraising, with emphasis on donor solicitation and Stewardship and grantwriting.

Computer literacy with some knowledge of database management and fundraising software

Willingness to travel within the state, to travel overnight, and to work occasional evenings and weekends.

7. PHYSICAL DEMANDS

This position may require the following physical demands:

- sitting, standing, walking, frequent bending, crouching, reaching, stooping,
- lifting and moving of lighter objects such as books, chairs, student desks
- manual dexterity skills for using office equipment
- ability to read and attend to computer screens for long periods of time
- sensitive to a child-friendly atmosphere

Director of Marketing and Development **Ralston Center**

The Director of Marketing and Development is responsible for securing financial resources through grants and appeals which will support the organization's programs and services. The Director is also responsible for helping to build and manage the organization's brand and all aspects of marketing communications in order to raise awareness of the organization. The Director reports to the CEO, and works closely with the Board and management of the organization. Bachelor's degree required with at least 5 years' experience in marketing and development. Master's degree or Certified Fund Raising Executive (CFRE) accreditation preferred.

Interested individuals should send a letter of intent, resume and salary expectations to:

Joseph A. Lukach, CEO
Ralston Center
3615 Chestnut Street
Philadelphia, PA 19104
Fax: 215-386-7781
Jlukach@ralstoncenter.org

Major Gift Officer of Corporate and Foundation Relations **Temple University**

The Major Gift Officer (MGO) of Corporate and Foundation Relations (CFR) will serve as an Associate Director of CFR and will work collaboratively with the Corporate and Foundation Relations Director and Associate and Assistant Directors to identify, cultivate, and solicit foundation and corporate prospects to secure financial support for Temple University's funding priorities. He/she will support CFR team's mission to increase engagement and funding from top national foundations and corporations and will collaborate with school and college-based Directors of Development, Deans, Center Directors, faculty, and other Temple Leadership across a range of disciplines to help identify funding opportunities from corporations and foundations and to develop well-positioned cases for support, letter of intent and proposals.

The MGO will work credibly with foundation and corporate program officers, both in responding to RFPs and in a "development mode," to develop new directions and ideas and will provide corporate and foundation relations experience, knowledge, and relationships to bear on this growing area of responsibility within Temple University. In collaboration with other Development staff, the Major Gifts Officer will coordinate and communicate development activities/assignments with the appropriate functional areas within Temple Institutional Advancement. The Major Gifts Officer for Corporate and Foundation Relations will also perform other duties as assigned.

Required Education and Experience:

- A Bachelor's degree and a minimum of five years of related experience.

- Demonstrated fundraising success in the higher education field or within a related nonprofit organization.
- Demonstrated experience soliciting gifts and grants of \$50,000 and above.
- Demonstrated expertise in persuasive writing in order to develop concept papers, cases for support, and successful, complex grant proposals that clearly articulate the need for funding and the significance of the program and alignment with funding priorities.
- Demonstrated knowledge of major gifts and grant fundraising principles and practices.
- An equivalent combination of education and experience may be considered.

Required Skills and Abilities

- Ability to develop and implement strategies for corporate and foundation outreach and to manage a portfolio of 60 to 75 prospects, while tracking activity and success against goals.
- Knowledge of accounting and budget preparation principles and practices is preferred.
- Knowledge of corporate and foundation fundraising techniques and strategies.
- Existing relationships with corporate and foundation funders and the business community.
- Demonstrated ability to research and analyze a variety of reference materials in order to compile, evaluate, and disseminate data on corporate and foundation funding sources.
- Entrepreneurial initiative, excellent communication and interpersonal skills, and strong organizational skills.
- Proven ability to manage multiple, complex tasks and highly collaborative relationships with initiative and independence.
- Ability to exercise sound judgment and work effectively under pressure.
- Proficiency with computer software for word processing, presentations, spreadsheets, and calendars, preferably Microsoft Office suite, as well as with the Internet and Advance or similar fundraising database software.

To apply for this position and view other Temple opportunities, please visit our Web site at www.temple.edu and click on Jobs@temple. Please reference TU-15825.

Temple University is an Affirmative Action/Equal Opportunity Employer with a strong commitment to cultural diversity.

Apply Here: <http://www.Click2Apply.net/v56v849>

Assistant to the President **The Foundation for Individual Rights in Education**

This position is based in Philadelphia, Pennsylvania.

About FIRE

The Foundation for Individual Rights in Education (FIRE) is a nonprofit educational foundation devoted to defending free speech, individual liberty, religious freedom, freedom of conscience, legal equality, due process, and academic freedom on our nation's campuses. Please visit thefire.org to gain more of a sense of our work and identity.

Working at FIRE

Situated in the Old City section of Philadelphia, next to Independence Hall, FIRE offers a relaxed yet lively working environment where the staff fights an ongoing battle to secure liberty on college campuses across the country. This type of working environment also promotes a culture where the Assistant to the President will receive a well-rounded experience that familiarizes the individual not only with FIRE's activities, but also with the moral and intellectual foundations of FIRE's work. While providing daily support to the President is the one main duty, the Assistant to the President will also perform functions that assist with FIRE's fundraising efforts. This position will provide a valuable opportunity to gain experience in crucial areas of the operations of a nonprofit organization and serves as good starting role for those wishing to rise within the organization.

Position Description

FIRE is seeking one energetic, entrepreneurial Assistant to the President with strong writing skills who will be in charge of a wide range of responsibilities. In addition to providing personal, executive support to the President, this position will also work with the Director of Development to increase the fundraising capabilities of the department. As far as providing support to the President, this position will be charged with handling confidential matters including corporate correspondence, arranging networking opportunities and donor meetings, coordinating media appearances on both television and radio, utilizing social networking mediums to expand the visibility of both the President and the organization, writing emails, and, most importantly, thinking creatively and aggressively about ways to make the President more efficient and effective in executing his duties and responsibilities both within and outside the organization.

Some other responsibilities will include:

- Spearheading important, specialized projects, or Presidential initiatives
- Promoting the President's media appearances, speeches, articles and blog posts
- Organizing and executing targeted publicity campaigns
- Assisting with writing articles, correspondence, and blog posts
- Coordinating speaking engagements, conferences, and fundraising meetings
- Making and confirming appointments with FIRE allies, donors, and other supporters
- Interacting with FIRE's Board of Directors and Board of Advisors
- Making inquiries on behalf of the President
- Making and preparing all travel arrangements and expense reports
- Organizing daily agendas and actively maintaining the President's schedule
- Performing copyediting
- Maintaining the President's files

Under the supervision of the Director of Development, this position will provide general support to varying aspects of the development department and fundraising program. These duties will include:

- Assisting in coordinating fundraising events
- Writing posts for FIRE's blog, *The Torch*
- Conducting research on donor prospects
- Entering donor information, logging donor correspondences, querying records, and producing reports from FIRE's donor database
- Corresponding in-person, over-the-phone, and through email with donors

Furthermore, there may be some occasional work on weekends and evenings and, although projected to be rare, the Assistant to the President may be required to be available in the event of an emergency. This position will not usually travel with the President, but some travel may be required.

This position is ideal for an individual seeking hands-on experience in multiple areas of the operation of a nonprofit, including administration and development. This position presents a unique opportunity for an individual to grow professionally and has in the past helped propel employees to high-level positions at FIRE. The Assistant to the President will also have the chance to get creative and take personal initiative when completing special projects.

The start date for this position is envisioned to be in March 2013. A specific date is negotiable.

Qualifications

A successful candidate will have excellent writing skills, a good work ethic, be a self-starter, and have the ability to work independently. Most importantly, the candidate must have an eye for detail and have a strive for perfection when executing job functions. Furthermore, a candidate must be able to demonstrate:

- Exceptional verbal and written communication skills
- An ability to exercise sound judgment
- Organizational, planning, and time management skills
- An ability to manage challenging and fast-paced situations
- Strong copyediting skills

- An understanding of social media and how to use different platforms for advocacy
- In addition, candidates must demonstrate superior computer proficiency including the ability to use Microsoft Office and Google applications. Candidates must possess a four-year undergraduate degree from an accredited college or university. Graduate certificates or degrees are not required, but will be viewed favorably. Also, candidates must demonstrate knowledge of FIRE's mission and a willingness to advocate for that mission.

Previous work experience is preferred. Candidates with previous applicable work experience will be given priority. But, full and complete consideration will be given to all exceptional applicants.

Salary and Compensation

FIRE offers a comprehensive benefits package and competitive salary structure. The benefits package includes employer-paid comprehensive health insurance, dental insurance, life insurance, matching retirement contributions, and a generous paid time off plan.

Starting salary is negotiable and depends upon experience and education level. FIRE conducts periodic evaluations where employees may receive raises or bonuses for outstanding and excellent work.

Applications

Applicants should provide a resume, cover letter, a writing sample, and at least two professional references. All applications are confidential. Please address applications to Alisha Glennon, Director of Development.

Applications can be emailed to jobs@thefire.org (preferred) or mailed to:

FIRE
Attn: Alisha Glennon
601 Walnut St., Suite 510
Philadelphia, PA 19106

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. 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. 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 Development for Strategic Initiatives
Office of Development and Alumni Relations
The University of Delaware

Position is open until filled.

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 Director of Development for Strategic Initiatives position. The Director is responsible for major gift fundraising for University of Delaware priorities, including identification, cultivation, solicitation and stewardship of major gift donors. The major emphasis of the position is the solicitation of gifts of \$100,000 or more from individuals, corporations, and foundations and to engage the president, deans, administrators, and faculty, as necessary and appropriate, in the identification, cultivation, and solicitation of major gift prospects.

The Director is part of a dynamic, growing University development program which supports the Path to Prominence™ initiatives and secures funding for established and emerging University campaign priorities.

The Director reports to the Senior Director of Development for Colleges and Programs and is accountable also to the Provost for the establishment of fundraising goals and accomplishing these goals.

Qualifications: Bachelor's degree required; advanced degree preferred; minimum of five years of progressively responsible job experience. Experience in major gift fundraising highly desirable, preferably in a university or college environment. Ability to establish and maintain good working relationships with prospects and donors, to work effectively in a team setting, and communicate effectively, both orally and in writing; strong interpersonal skills. Skill in developing and implementing new strategies and procedures. Skill in use of personal computers and related software applications. Ability to foster a cooperative work environment. Skill in organizing resources and establishing priorities. Ability to develop and implement short-and-long-term goals and plans. Ability to develop and maintain recordkeeping systems and procedures. Ability to communicate and work effectively within a diverse community. Ability to persuade and influence others. Ability to use independent judgment and to perform tasks on own initiative, many of which have no precedent. Possess strong self-motivation. Local and domestic travel required.

Apply online at www.udel.edu/udjobs. Job ID: 101163

The University of Delaware is an Equal Opportunity Employer.

Apply Here: <http://www.Click2Apply.net/cq2wbf>

Associate Director of Development, Jefferson Hospital for Neuroscience
Thomas Jefferson University and Hospitals

Responsibilities

Reporting to the Director of Development, Jefferson Hospital for Neuroscience, the Associate Director of Development for Jefferson Hospital for Neuroscience (JHN) will provide day-to-day management for JHN's development related programs. S/he coordinates fundraising activities, including identification, qualification, cultivation, solicitation, and stewardship of prospects.

As a key member of the Jefferson Foundation and Neuroscience teams, the Associate Director will work with the Director, Vice President, Department Chairs, and Division Directors to develop and implement key fundraising strategies for JHN, assist in translating institutional priorities into appropriate major gift fundraising programs, 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 gift prospects.

Qualifications

- Bachelor's degree required, master's degree preferred.
- Three to five years of progressively responsible development experience including successful fundraising interactions with donors (\$10,000 and above).
- Knowledge of, and experience within, an academic or academic medical center environment strongly preferred.
- Successful campaign experience, preferably for a complex higher educational or academic medical institution.
- Demonstrated ability to work collaboratively. Ability to develop trust and strong collaborative working relationships.
- Solid volunteer management skills; the ability to achieve program goals and objectives.
- Strong computer aptitude including a working knowledge of Microsoft Office in Windows environment: MS Word, Excel and Power Point.

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

Development Officer – Greater Philadelphia

Valley Youth House, since 1973, has sought to help at risk children, youth and families. The agency is the managing partner of the Achieving Independence Center in Philadelphia and operates housing programs for dependent care and homeless youth in the Greater Philadelphia area. Valley Youth House serves more than 2,000 Philadelphia area youth each year.

Responsibilities: Incumbent is responsible for duties related to fundraising marketing, and public relations in the Greater Philadelphia area. He/she will be thoroughly acquainted with all phases of program operations to ensure efficient and effective implementation of the position's responsibilities. The position responsibilities include executing programs to generate annual contributions from individuals, corporations, foundations, government and Church/civic organizations. The incumbent will design and implement strategies to meet fundraising goals through direct donor solicitations, special events, grant writing, and public relations.

Requirements: The Development Officer shall possess a college degree and have experience in fundraising or a related field. He/she shall possess excellent computer skills, and have a good working knowledge of Microsoft Office. The incumbent must have excellent interpersonal skills, be well organized, be able to work independently, and have good writing skills. The incumbent must also be able to prioritize assignments, meet deadlines, and interact with leadership.

Benefits: Medical, hospital, dental, life, prescription drug, and disability insurance, holiday, sick leave, and vacation.

Email cover letter and resume to rochse@valleyyouthhouse.org or mail to:
Roger Ochse, Development Director
Valley Youth House
829 Linden Street
Allentown, PA 18101

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.