



**Association of Fundraising Professionals  
Greater Philadelphia Chapter**

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**AFP-GPC Job Bank Web Posting: July 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.

**Senior Director, Academy of Music Restoration Fund**

Title: Senior Director, Academy of Music Restoration Fund  
Reports To: Executive Vice President for Institutional Advancement  
Direct Reports: Assistant Director, AOM Restoration Fund; Development Coordinator, AOM

The Senior Director for the Academy of Music Restoration Fund (RF) is responsible for determining and implementing the plan for the annual and long term fundraising, restoration and preservation needs of the Academy of Music (AOM). This position will oversee the restoration and preservation of this national historic landmark building whose primary function is to serve as a venue for performing arts events and other community activities. The AOM is a wholly owned subsidiary of The Philadelphia Orchestra Association (POA), as such the Senior Director assures that the annual fundraising plan for AOM aligns with broader strategic and fundraising plans of the POA.

This position reports to the Executive Vice President for Institutional Advancement (EVPIA) of the POA for all functions of the Restoration Fund Office (RFO) including but not limited to fundraising goals, capital projects for the AOM, Restoration Fund Office staffing, budget and financial reporting and operations. This position serves as a key liaison for the Board Chair of the Academy of Music.

The Senior Director will have a working understanding of any and all lease agreements between AOM and the Kimmel Center as it relates to on-going and new projects. This position, as determined by the EVPIA and the Board Chair of the AOM, represents the AOM on all committees, task forces and other ad hoc initiatives for building maintenance and repair, restoration and preservation, and committees responsible for the legal or financial accountability of the Restoration Fund and the Academy of Music.

For an indepth description: <http://www.philorch.org/open-administrative-positions>

**To Apply:**

Please send cover letter and resume to:

[humanresources@philorch.org](mailto:humanresources@philorch.org)

The Philadelphia Orchestra Association  
260 South Broad Street, 16<sup>th</sup> Floor  
Philadelphia, PA 19102

**Program Coordinator for Alumni Relations and Annual Giving  
Ursinus College**

Summary and Scope: An entry level Advancement Department position, the Program Coordinator reports directly to the Director of Alumni Relations and assists all departmental staff to ensure successful programming and the attainment of fundraising goals.

Basic Requirements and Qualifications: The incumbent shall have a bachelor's degree and experience working, interning or volunteering in a development department or a fast-paced customer service, public relations or marketing organization.

The incumbent shall possess excellent written and oral communications skills; the ability to multitask, work on a schedule and meet deadlines; an orientation that focuses on results and planning for success; strong problem solving skills; the ability to set priorities and work independently while also successfully working as a member of a larger team; good judgment, flexibility, and creativity. The successful candidate must also have strong technical and database skills and be willing to learn to maximize the use of Raiser's Edge and have an interest in social media. Qualified candidates must have the ability to understand and represent a progressive liberal arts college with a diverse constituency and the ability to bring out the best in Ursinus's associates and volunteers. Good judgment, creativity, flexibility and the ability to work evening and weekend hours are also requirements for qualified candidates.

General Responsibilities: Collaborating with the entire Advancement Department, the Program Coordinator supports all functions and plans of the Alumni Relations and Annual Giving office to coordinate and execute plans that build revenue and stronger relationships with Alumni, Parents and Friends. In addition, the Coordinator manages student workers and joins with other administrators and volunteers to increase enthusiasm, advocacy and support for Ursinus.

### **Gift Records Coordinator** **Ursinus College**

Summary: The Gift Records Coordinator is responsible for accurately researching, coding, and processing all individual, corporate and foundation gifts using The Raiser's Edge database software. The Gift Records Coordinator is responsible for providing official gift acknowledgments to serve as tax receipts for all gifts to the college. This position interfaces with corporate and foundation matching gift companies and processes all donor matching gift forms. This position interfaces with donors and campus departments regarding specific instructions for recurring gifts, pledge reminders and payroll deductions.

Competencies: The incumbent shall possess these personal and professional characteristics:

- Ability to work with many constituents and exercise good judgment in handling of confidential information
- Ability to successfully manage multiple priorities, produce quality work, and meet strict deadlines
- Basic understanding of general accounting, with attention to detail regarding data entry
- Strong clerical skills to accommodate mail merges, filing, sorting, and scanning requirements
- Outstanding communication and organization skills
- Ensure adherence to Ursinus College gift acceptance policies; IRS gift policies and acknowledgement requirements; and CASE Campaign Reporting standards for gift acceptance and reporting

Minimum Qualifications:

- High School Diploma or equivalent
- Two (2) years experience in clerical or data entry position
- Knowledge of fundraising process
- Competency with standard computer technologies and development/relational databases;
- Understanding and appreciation of a private liberal arts education

Preferred Qualifications:

- Associate's and/or Bachelor's Degree
- Previous administrative, record keeping, or accounting experience
- Experience working with Raiser's Edge
- Familiarity with IRS Regulations and other governing policies and procedures relating to the processing of charitable gifts

- Knowledge of Ursinus mission and programs

#### Work Environment:

- Ability to sit for long periods at personal computer performing computer related functions
- Ability to work occasional evenings and/or weekends as necessary

### **Director of Research**

**Thomas Jefferson University and Thomas Jefferson University Hospitals, Inc.**

#### Responsibilities

The Director of Research oversees the prospect research program within the Jefferson Foundation for Thomas Jefferson University and Thomas Jefferson University Hospitals. The director will be responsible for proactive prospect identification, data mining and analysis, donor modeling, prospect and donor profile development, report writing and utilization of a relational database. The position will provide analytical insights and consultative advice to the fundraising team with emphasis on building the institutional prospect pool.

#### Qualifications

- Five to seven years' experience in development research, preferably in healthcare or higher education.
- Knowledge of fundraising process and concepts of prospect management.
- An understanding of HIPAA application to fundraising and marketing
- An ability to summarize diverse investment and business information
- Experience working with large data sets and data mining skills, in-depth knowledge of Raiser's Edge and electronic research databases
- An organized, detail-oriented individual with strong problem solving skills & excellent analytical abilities

Interested and qualified candidate should apply on-line at [recruit.jefferson.edu](http://recruit.jefferson.edu)

### **Senior Director of Major and Planned Giving**

**Montgomery County Community College, Blue Bell, PA**

To develop, manage, plan and implement the major and planned giving programs of the College's Foundation, a stand alone 501 C3 organization, in support of the College's strategic plan priorities.

#### Qualifications:

- Bachelor's degree required. Master's degree preferred.
- Demonstrated success in managing a fundraising campaign in the area of major giving.
- Proven leadership and management skills in working with a non-profit Board of Directors.
- Strong oral and written communication skills.
- Capital campaign experience required.
- Capacity to manage and motivate professional staff and volunteers.
- Ability to work with many constituencies, both within the College and the external community required.
- Understanding of and ability to articulate the role, mission and value of a community college.

**For the complete job description and to apply for this position, please visit <http://www.mc3.edu> under "Career Opportunities." Closing date for applications is 7/27/12.**

*Montgomery County Community College is an EOE.*

**Director of Development**  
**St. Luke's University Health Network**

St. Luke's University Health Network is searching for a Director of Development, to be based at our Bethlehem, PA offices. The Director of Development has specific responsibility for coordinating and growing a comprehensive development program to advance educational and professional development activities for the St. Luke's University Health Network, with a primary focus on scholarship fundraising activities for the Temple/St. Luke's Medical School. Additional responsibilities will include fundraising for the St. Luke's School of Nursing, Center for Nursing Excellence, and select graduate medical education programs. The Director will be part of the major gift team for the Network and assume other responsibilities to advance the overall goals and objectives of the Development Department.

**EDUCATION:** BA/BS required. Advanced degree preferred.

**TRAINING AND EXPERIENCE:** +3 years experience in fundraising for a not-for-profit organization, preferably health or Education related. Ability to work as part of the Development Team to identify and solicit potential major donors, as well as continuously steward existing donors. AFP or AHP certification a plus.

Please apply online at: <http://www.sluhn.org>. Click on Jobs, where you will create a profile and apply to position 14171. You will also be asked to complete an online assessment. No third parties please. 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](mailto:enidmail@gmail.com), [www.enidhorowitzfundraising.com](http://www.enidhorowitzfundraising.com) or 215-646-3793.