Grant Writer & Funding Researcher
Magee Rehab

Join a great healthcare organization with a winning development team. Full-time grant writing position needs a person with excellent written/verbal communication skills, online research skills, the ability to meet deadlines, juggle priorities, promote and lead multiple projects & proposals. This person will directly raise over $250,000 annually from grants for the Hospital. Will identify prospects and prepare proposals and reports to foundations, corporations and government agencies. Will maintain effective records and support effective communication with current and prospective donors. Maintain solicitation schedule, prepare and submit requests and follow up or acknowledge gifts as appropriate. Send or email resume to Scott Agostino, Human Resources, sgostino@mageerehab.org

Advancement Services Administrator
Montgomery County Community College, Blue Bell PA

The Advancement Services Administrator will take primary responsibility for accurately maintaining the Colleague Advancement database, a comprehensive, integrated, relational database system, the system of identifying, researching, and tracking new major-gift prospects and coordinating day-to-day prospecting operations. More specifically, this includes oversight of prospect management, gift processing, report production and data analysis.

Qualifications:
- Bachelor’s degree is required.
- Experience working with a relational database, preferably Datatel’s Colleague.
- High level of computer literacy, preferably with MS Word, MS Excel and MS Access, and the ability to learn Web-based search tools as well as the College’s integrated database system.
- Proficiency in written and verbal communication.
- Proven ability to exercise reasoned, independent judgment while adhering to standard practices and policies.
- Ability to work with sensitive information with complete confidentiality.
- Strong preference given to candidates with prospect research or advancement experience.

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 5/13/12.

Montgomery County Community College is an EOE.
Executive Director
Northeast Pennsylvania Center for Independent Living, Scranton PA
Management Recruiters - Mid Hudson Valley is an executive search firm focused solely in serving the nonprofit sector.

Our client is the Northeast Pennsylvania Center for Independent Living (NEPACIL), headquartered in Scranton, Pennsylvania. NEPACIL’s mission is to improve and enhance the independent living options for people with disabilities.

NEPACIL has retained us to find a skilled Executive Director to lead the expanding delivery of their mission. The Executive Director is responsible for all operations including strategic planning, accounting, finance, program compliance, public relations, marketing, and staffing.

To review a detailed profile on this position, please visit our website – www.mrmhv.com – and click on “Current Opportunities”. The profile is under “Executive Director”.

NEPACIL offers a very generous compensation and benefits package.

Please note – NEPACIL has asked that all candidates interested in this opportunity submit a resume and cover letter by May 14th. Please send it directly to:

Tom Damewood
Owner – Management Recruiters – Mid Hudson Valley
tdamewood@mrmhv.com
845-227-3161

Development Director
The Clinic PA

Well-established non-profit medical clinic in Phoenixville, that provides primary and specialty care to people who are uninsured, seeks a Development Director who is enthusiastic, out-going, compassionate, and self-directed. Excellent opportunity for the candidate who must possess skills of diplomacy and leadership in working with a small group of dedicated professionals. The ability to establish positive enduring working relationships with other staff members, volunteers, and donors is a prerequisite. E-mail the Executive Director: tburd@theclinicpa.org.

Development Director
UNCF – the United Negro College Fund – the nation’s largest and most effective minority education organization, seeks a Development Director, for the Philadelphia area office.

The Development Director is responsible for working with the Area Development Director to plan, organize and implement fund-raising initiatives designed to meet the overall area office goals. The Development Director will cultivate and solicit gifts from select donors and prospects; develop relationships with donors and other resources that will lead to the identification and cultivation of new prospects; organize volunteers and volunteer groups to assist with area activities and special events and assist in managing the area office to ensure compliance with UNCF policies, procedures, rules and regulations.

The ideal candidate will possess a Bachelor’s degree from a four year college or university, with five to seven years of fund-raising or development experience. The position requires relationship building and prospect management experience; knowledge of annual fundraising strategies and familiarization of the Southeast Pennsylvania and Metro Philadelphia Region. The candidate must have solicitation skills and demonstrated knowledge and ability to conduct major fundraising activities; community outreach and grassroots experience; the ability to work independently, handle multiple tasks, communicate effectively and meet deadlines and lastly, experience in recruiting, motivating and managing volunteers.
To apply, please send your resume with cover letter to: constance.scott@uncf.org
Closing Date: May 4, 2012
For more information or to view other opportunities at UNCF please visit: www.uncf.org.

UNCF, Inc. is an EOE M/F/V/D.

Senior Major Gifts Officer
Ursinus College

Reporting to the Executive Director of Planned Gifts, the Senior Major Gifts Officer’s primary responsibility is to qualify, cultivate, solicit and steward a portfolio of current and potential donors with the capacity to make gifts of $25,000+. S/he will work collaboratively with colleagues in the Advancement Office and high level volunteers to create and implement plans that result in major gifts for the College. Extensive national travel is required.

Primary responsibilities include:
- Creating opportunities to conduct face-to-face meetings and strategic documents for the purposes of cultivating, soliciting, and stewarding an assigned portfolio of approximately 200 current and prospective donors according to best practice standards.
- Managing donor relationships; creating annual, detailed cultivation, solicitation, and stewardship plans for the top 50 assigned donors; and preparing briefing documents.
- Conducting visits independently or with key volunteers with 10-15 donors or prospects each month.
- Working with colleagues to identify, qualify and assign new major gift prospects.
- Developing a thorough knowledge of Ursinus College history, academic and extracurricular programs, and its faculty, students and administration; maintaining a thorough understanding of current priorities and initiatives.
- Attending appropriate events related to assigned responsibilities; participating in departmental and professional training programs.

Qualified candidates should possess a track record of success in fundraising, financial services, marketing/sales or educational management. S/he should be a strategic thinker who is persistent and personable, possessing exceptional written and verbal communication skills. A personal commitment to excellence and the mission of a top-tier college of liberal arts are required. Proven ability to cultivate and close major gift commitments is required. Other requirements include a bachelor’s degree, valid driver’s license and use of personal car. Interested and qualified candidates should email a cover letter, resume, and references to: hr@ursinus.edu.

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.