



Association of Fundraising Professionals
Greater Philadelphia Chapter
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AFP-GPC Job Bank Web Posting: (Date)

To place your job opening here, please contact the AFP-GPC office at chapter@afpgpc.org.

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Are you ready to join an organization where you can make an extraordinary impact every day?

Imagine all Americans enjoying ideal cardiovascular health free of heart disease and stroke. At the American Heart Association and American Stroke Association, we get to work toward that goal every day. Is it easy? No. Is it worthwhile? Absolutely.

This is satisfying and challenging work that makes a real difference in people's lives. We are where you can achieve professional growth with personal fulfillment. We are where you can connect people to making a lifesaving impact. We are where you can partner with individuals, schools, lawmakers, healthcare providers and others to ensure everyone has access to healthier lifestyle choices and proper healthcare. The American Heart Association is where you can make an extraordinary impact.

The American Heart Association (AHA) has an excellent opportunity for a **Development Director (Heart Walk)** in Philadelphia, PA. Reporting to the Philadelphia Senior Heart Walk Director, the Heart Walk Director will be responsible for cultivating and securing corporate sponsorships and managing corporate accounts and community teams to meet the overall team fundraising goal in excess of \$2.5M.

Responsibilities

Essential job duties include, but are not limited to:

- Achievement of the Heart Walk financial goal(s)
- Accountability for the implementation of the Heart Walk event based on nationally established best practices.
- Conduct revenue generation-focused sales calls daily and appropriately document scheduled appointments and results
- Develop and cultivate mutually satisfying relationships with corporations and top level donors
- Utilize consultative approach to match donor interests with AHA mission and priorities
- Lead team captain, participant and volunteer recruitment and engagement. Ensuring the right profile event and executive leadership team chairpersons and other volunteers are recruited and provided effective orientation, training and development and activation

Qualifications

- Bachelor's degree or equivalent experience
- At least two years of experience with a non-profit organization in a fund raising position, or two years proven success in marketing, sales, event planning, fundraising or new business development.
- Demonstrated skills in negotiation and motivation
- Proven outside sales experience, business-to-business experience preferred
- Knowledge and skills in fund raising principles, practices and techniques
- Ability to recruit, train, counsel, and manage volunteer groups and to develop long range organizational goals and follow through with them
- Ability to work in a team atmosphere, but also to work independently
- Ability to apply sound judgment and problem solving skills to conflicts
- Ability to work in a fast paced environment
- Applied knowledge and intermediate skills in windows applications such as Word, Excel and Outlook

- Demonstrated skills in written and oral communication including large and small group presentations, group facilitation, and training, ability to speak publicly
- Ability and willingness to travel and to work evenings and weekends on occasion

Interested applicants can apply online at our careers website at www.heart.org/careers. Only those candidates deemed most qualified by the hiring manager will be contacted to interview.

At American Heart Association | American Stroke Association, diversity, inclusion, and equal opportunity applies to both our workforce and the communities we serve as it relates to heart health and stroke prevention.

THE ANDALUSIA FOUNDATION

Membership and Events Coordinator

Andalusia is a public garden and historic house museum located thirteen miles north of Philadelphia on the Delaware. The Andalusia Foundation, a 501 (c)(3) non-for-profit organization, seeks a part-time Membership and Events Coordinator, three days per week allowing for flexible work hours.

Job responsibilities include working with Andalusia staff helping plan, organize and implement an effective annual giving, membership and events program; assist in planning and executing fundraising events, house and gardens tours, and programs. Also, duties related to gift entry and record keeping for membership and annual giving including acknowledgements; renewal notices, related correspondence; membership services fulfillment; generate tracking reports and constituent lists and other duties as needed.

Qualifications: a Bachelor's Degree, membership or annual giving experience, fundraising events experience, exceptional organizational skills and the ability to work independently, proficiency in Microsoft Office software (Word, Outlook, Excel). The ideal candidate will have a passion for horticulture and gardening, American history, and experience with DonorPerfect or similar software. The ability to work some evening and weekend events is essential.

A full job description is on our web site: www.andalusiapa.org

Email resume to: andalusiapa@gmail.com or to P.O. Box 158, Andalusia, PA 19020

Development Manager

The Byerschool Foundation (“Foundation”), a 501(c)(3) organization was created in 2001 to support the mission of the Russell Byers Charter School(RBCS). The Foundation serves as the fundraising, public relations and government relations arm of the school. Critically important, the Foundation raises and allocates funds for the annual operations, pilot programs, and long-term sustainability of RBCS.

At the Russell Byers Charter School (RBCS), we are relentlessly committed to preparing our 597 4K through 7th grade students and over 500 alumni for lifelong success. Located in the heart of Center City, RBCS provides our students a safe, stimulating environment with a rigorous education based on the innovative hands on academic program, Expeditionary learning. Over the past sixteen years, RBCS has created a school that parents value, demonstrated by the enrollment lottery in which applications far exceed student openings.

The Development Manager, as part of a small but dynamic development team and reporting to Laurada Byers, President/CEO of the Foundation has responsibility for the overall fundraising program of the Foundation including individual, Foundation and Corporate fundraising, managing grant proposals, direct mail, prospect research and budgeting. This position will serve as the main support for the President/CEO and as required liaise with the staff and Board of the RBCS.

Major Responsibilities and Duties include:

Grantseeking

- Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to foundation and corporate sources.
- Manage outside grant writer as needed.
- Perform prospect research on foundations, corporations and individuals to evaluate prospects.
- Create a giving pipeline to be updated weekly with the President/CEO.
- Work with school faculty and leadership team to gather information necessary to develop programs/grant proposals.
- Work with external vendors to gather information necessary to report to funders on proposed, current and/or completed grant programs.
- Assist the President/CEO in preparing for on-site visits and tours for foundation/corporate funders.
- Manage and grow EITC program, identifying and cultivating prospective funders, tracking donations and correspondence.

Donor Fundraising

- Responsible for coordinating the full range of activities required to expand and strengthen Foundation and RBCS individual donor fundraising program.
- Prepare introductory mailings to prospective donors, and coordinate follow-up activities with the President /CEO.
- Coordinate direct mail solicitations. Assure timely mailings for strongest budget impact.
- Develop/coordinate ongoing communications program for current and prospective donors, including print and electronic communications, social media and photography.
- Prepare acknowledgment letters.

Overall Fundraising Program

- Assist the Foundation President/CEO with developing/implementing the annual development fundraising plan and aligning fundraising goals with school needs.
- Prepare regular fundraising progress reports for internal tracking and coding purposes.
- Maintain current records (database/paper files), including grant tracking and reporting.
- Assist, as needed, with the development of promotional materials.
- Participate in professional development activities to enhance knowledge and skills, including subscribe to and read fundraising periodicals, journals and e-newsletters and attend professional development conferences.
- Act as liaison with school faculty, staff and Board.

Other Responsibilities

- Prepare budgets and financial reports for funders and Board.
- Attend staff meetings and participate in organization-wide planning activities.
- Attend meetings of the Foundation Board of Trustees.
- Assist, as needed, with the overall maintenance of the Foundation and its offices.
- Manage Foundation scholarship program.
- Recruit, manage and maintain volunteer program.

Knowledge, Skills and Qualifications

Knowledge and Skills:

- Excellent written and oral communication and editing skills; ability to write clear, structured, articulate and persuasive fundraising documents.
- Attention to detail and commitment to accuracy.
- Ability to meet deadlines.
- Knowledge of fundraising techniques and strategies.
- Core computer skills in Windows, Microsoft WORD and EXCEL, Adobe Acrobat, and electronic communications (such as e-mail, creating distribution lists, participating in listserves, generating e-newsletters, etc.)
- Strong organizational skills.
- Sets priorities that support the goals of the Board and President/CEO.
- Works independently but also becomes a valued team player.

Qualifications:

- Bachelors Degree required.
- Fundraising certificates a plus.
- Minimum 4 years' experience in nonprofit fundraising in the Philadelphia area.
- Experience working in deadline-driven environments.
- Ability to work well in a team environment and handle multiple concurrent assignments.
- Experience in an educational setting a plus.

Desired Supplemental Knowledge and Skills:

- Experience in developing an annual fundraising plan.
- Experience in developing project and organization-wide budgets.

- Knowledge of fundraising information resources, particularly for foundation and corporate grantseeking.
- Grant writing experience.

Interested candidates should send resume and two writing samples to:

- Email: pgedrich@byerschool.org
- Mail: Pat Gedrich
Byerschool Foundation
1911 Arch Street
Philadelphia, PA 19103

National Liberty Museum www.libertymuseum.org

Manager of Sponsorships

Position description: We are looking for an energetic, self-motivated go-getter with a successful track record in non-profit fundraising or relevant for-profit sales to take our sponsorship programs to the next level. This is a true hunter position in Philadelphia's fast paced and competitive non-profit environment. Salary + bonus for revenue goals met and exceeded.

Key Success Factors:

- Passionate about the NLM's mission. Able to effectively communicate your enthusiasm to potential sponsors, grow relationships and build trust
- Solution selling mentality, providing solutions that serve our sponsors' charitable and marketing goals
- Excellent communication and networking skills
- Strong work ethic. Ability to develop a plan and execute on a daily basis to grow pipeline of sponsors
- Ability to manage time and hold yourself accountable for production and results
- Provide regular reports that accurately reflect pipeline, caseload activity and personal performance
- Local knowledge of the Philadelphia philanthropic and business community. Is out and about in the community and has developed an extensive network.
- Must be available during non-traditional hours, including nights and weekends.

Key Sponsorship Opportunities:

1. Glass Auction Gala on October 6, 2018: Now in its 19th year, this highly regarded gala has enormous potential to become a million dollar event. You will be responsible for the fundraising cycle including timeline for long-lead (\$25,000+) sponsorship cultivation.
2. Year End Appeal: You will be responsible for the fundraising cycle for the NLM's annual fund holiday appeal at year end.
3. Additional sponsorship opportunities: Create & execute sponsorship campaigns for other NLM programs and events throughout the year.

Compensation and Benefits:

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. The NLM provides an excellent compensation package; salary commensurate with experience, with **bonus structure for exceeding revenue benchmarks**. The benefits package includes medical, optional dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, an employee assistance plan & cafeteria/travel assistance plan.

To Apply: We are now interviewing and will continue to do so until we find the ideal go-getter. Interested applicants are asked to please forward your 1) resume, and 2) cover letter to development@libertymuseum.org. We regret we may not be able to respond to all applications. No phone calls, please. All the best to you on your search.

Major Gifts Officer

The Philadelphia Animal Welfare Society (PAWS) is seeking a seasoned development professional with demonstrated success in securing major gifts and providing effective donor stewardship to join our leadership team and play a significant role in advancing PAWS' mission of making Philadelphia a no-kill city. PAWS is the city's largest rescue partner and provider of low-cost, basic veterinary care to those who cannot otherwise access or afford it. Through its three no-kill shelters, PAWS finds loving homes for thousands of animals each year.

The Major Gift Officer identifies, cultivates, solicits and provides stewardship of major donors. Constituents include individuals, private foundations and businesses/corporations. The MGO works collaboratively with all staff, matching PAWS' funding priorities with donors' interests.

Bachelor's Degree and 3-5 years of professional fundraising experience required. CFRE and knowledge of Salesforce platform strongly preferred.

Outstanding interpersonal, verbal and written communication skills are essential. The ideal candidate is personable, outgoing, and able to discuss PAWS' programs clearly and persuasively. We seek an organized, detail-oriented, results-driven individual with a strong sense of initiative to help PAWS move into its next phase of development as an animal welfare leader.

To apply, send resume, cover letter and salary requirements to melissa@phillypaws.org.

Philadelphia School Partnership

Senior Director of External Affairs

Philadelphia, Pennsylvania

The Philadelphia School Partnership (PSP) works to give every child in America's fifth largest city the opportunity to attend a great school. PSP invests philanthropic funds in high-impact schools so they can serve more low-income students, whether they attend the traditional public, public charter, or private sectors. PSP's aim is to catalyze the creation or transformation of enough schools to ensure better options for 50,000 students, or nearly 1-in-4 of all Philadelphia schoolchildren.

Given the critical importance of a modern, best-practices fundraising and communications to PSP's ongoing success, the organization has created the new role of Senior Director of External Affairs (Senior Director) to elevate the strategic leadership thereof. Reporting to the executive director, the Senior Director will be responsible for leading PSP's development program, external partnerships and collaboration, and organization-wide communications. The Senior Director will set fundraising goals in collaboration with the executive director and other senior colleagues, and hone the organization's development strategy. The Senior Director will supervise an external affairs team comprising the director of development, the communications manager, and the development and communications associate. The Senior Director will be a key member of the senior management team of PSP, along with the executive director and managing director, partnering on organizational strategy, and setting and nourishing organizational culture and expectations.

The Philadelphia School Partnership has retained Diversified Search to assist in this confidential search processes. Inquiries, nominations, and applications (current resumes and cover letters) should be directed electronically to:

Gerard F. Cattie, Jr.

Managing Director

Practice Leader – Development & Philanthropy

Diversified Search

The Chrysler Building, 405 Lexington Avenue, 49th Floor, New York, NY 10174

gerard.cattie@divsearch.com | 212.542.2587

St. Joseph's Preparatory School

POSITION TITLE: **DEVELOPMENT DATABASE & OPERATIONS ADMINISTRATOR**

St. Joseph's Preparatory is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly selective, all male school serves nearly 1,000 young men "to become men for and with others." Students come from diverse economic, geographic, racial and ethnic backgrounds from throughout the Philadelphia metropolitan area. The Prep develops leaders of intellectual distinction, men of faith and integrity, men who are committed to social justice and community service, men open to growth, and men who are loving. At the Prep, classroom and chapel intersect with the religious formation of mind and heart.

POSITION SUMMARY:

The Development Database & Operations Administrator plays a key role within the development office. The Development Database & Operations Administrator is responsible for oversight of the development department database including data entry, gift processing, acknowledgements and constituent record updates. Key responsibilities include management of data integrity, development department and financial reporting, including reconciliation with financial reports. This position works closely with the Director of Development Operations to develop policies that maintain the integrity of the database and works closely with the Director of Stewardship and Gift Officers to ensure proper acknowledgement of gifts. The Development Database & Operations Administrator is a key member of the development team and works with the team to create a philanthropic culture within St. Joseph's Preparatory School.

In order to be considered for an interview, please submit the following information to the Office of Human Resources at hr@sjprep.org or mail to:

**Joseph Dougherty, Director, Human Resources
St. Joseph's Preparatory School
1733 West Girard Avenue
Philadelphia, PA 19130**

Deadline: February 23, 2018

For information on our mission and characteristics of the school, please visit our website at www.sjprep.org

EQUAL OPPORTUNITY EMPLOYER

Temple University Beasley School of Law
Assistant Dean, Development and Alumni Relations

The Assistant Dean for Development and Alumni Relations is the law school's senior development officer and is charged with leadership, direction, and coordination of the law school's institutional advancement efforts. The Assistant Dean is part of the Dean's executive leadership team and works closely with the Dean to set a strategic direction for the law school's advancement efforts, which include establishing and implementing overall development strategy; designing, implementing, and managing fundraising initiatives and annual, major, and planned gifts programs; cultivating and soliciting major donor prospects for the law school, including international prospects and foundation and corporate support; and ensuring the development of an effective alumni relations program. The Assistant Dean is responsible for coordination with Temple University's Office of Institutional Advancement; for managing and directing two full-time law school fundraising positions as well as additional part-time positions; and for working in collaboration with the law school's Board of Visitors, Law Foundation, Temple Law Alumni Association, and other alumni boards and affinity groups.

This position will report to the Dean of the Law School and the Assistant Vice President for Development. Performs other duties as assigned.

Bachelor's degree and at least five years of progressively responsible fundraising experience. Experience cultivating and soliciting major gifts and managing alumni relations and engagement. Demonstrated leadership and staff management experience. An equivalent combination of education and experience may be considered.

PREFERRED:

- * Masters or J.D. degree.
- * Record of success in strategic fundraising in higher education
- * Knowledge or understanding of law schools and legal practice.
- * Experience developing and working on a significant capital campaign.

Please visit our website at www.temple.edu/hr, and click on the Career Opportunities at Temple box. Please reference 17005123.

AA, EOE, m/f/d/v.

The Nature Conservancy

POSITION PROFILE

Loyal Donor Officer

The Nature Conservancy is the leading conservation organization working to make a positive impact around the world in more than 60 countries, all 50 United States, and your neighborhood. Founded in 1951, the mission of The Nature Conservancy is to conserve the lands and waters on which all life depends. One of our core values is our commitment to diversity; therefore, we are committed to a globally diverse and culturally competent workforce. Visit www.nature.org/aboutus to learn more.

Want to help save the planet? One quarter of The Nature Conservancy's funding comes from supporters who have named our organization a beneficiary of their estate plans. Many long-time donors make a gift in their will or trust to their favorite charities to ensure that the work they believe in will continue beyond their lifetime. The Conservancy considers these donors an important part of our "family" and invests the funds from these gifts in critical work to conserve lands and waters around the world for future generations. Join our team in a new initiative to build a meaningful stewardship and cultivation program for our loyal donors and help raise even more of these gifts critical to our conservation mission. This opportunity is ideal for someone who is highly motivated, loves interacting with diverse constituencies and supporters, and is interested in joining the world's leading conservation organization.

The Loyal Donor Program is seeking an energetic and dedicated professional to serve as Loyal Donor Officer in Pennsylvania. This position works closely with fundraising staff to secure bequest notifications, steward our most loyal supporters, and uncover major and planned gift potential. Our ideal candidate will work well in a fast-paced environment, have experience working with donors, and has exceptional attention to detail. The Loyal Donor Officer will apply knowledge of our local, regional, and global conservation projects to their donor-centric approach to cultivation and solicitation of loyal donors. To be successful and happy in this position, candidates should have a strong interest in working with donors, an interest in learning about our organization's conservation priorities and planned giving, and be available to travel when needed. We value collaborative approaches, diverse perspectives, and encourage innovative ideas and recommendations.

The ideal candidate will have a background and track record that includes:

Minimum Qualifications	Preferred Qualifications
<ul style="list-style-type: none">• Bachelor's degree and 5 years related experience or an equivalent combination.• Experience building relationships with donors, volunteers, and staff.• Experience in managing and tracking multiple prospects and donors.• Experience working with cross-functional teams.• Experience, coursework, or other training in fundraising principles and practices.	<ul style="list-style-type: none">• Multi-lingual; multi-cultural; cross cultural experience and background an asset.• Ability to determine an individual's interests, capacity and potential for helping the Conservancy meet its goals, and act appropriately to tie those interests with the Conservancy's work.• Demonstrated experience using listening, diplomacy and tact to build strong relationships and motivate donors and volunteers.• Ability to implement and manage fundraising plans, including individualized cultivation, solicitation and recognition plans.• Major gift and direct fundraising experience.• Knowledge of current trends in charitable giving, specifically planned giving.• High level of self-motivation and ability to work independently.

Since its founding in 1951, The Nature Conservancy has protected more than 119 million acres of land and 5,000 miles of rivers worldwide. With the support of more than one million members, the Conservancy addresses the most pressing threats to our natural world. Through important and strategic partnerships, we are expanding the impact of our work, finding creative ways to fund that bigger vision and build long-term relationships with communities, government agencies and commercial businesses to conserve natural resources at a new scale.

This position will be based in the Conshohocken, PA office. We offer a competitive salary with great benefits. For a complete position description and to apply, visit www.nature.org/careers and search for job ID #46107.

Deadline to apply is 11:59 PM EST Tuesday, February 13, 2018.

The Nature Conservancy is an Equal Opportunity Employer.

Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders, diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority, and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, Disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.