



Association of Fundraising Professionals
Greater Philadelphia Chapter
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AFP-GPC Job Bank Web Posting: June 15, 2018

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

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ADVANCEMENT SERVICES ASSOCIATE

Cornerstone Christian Academy
1939 S. 58th Street, Philadelphia, PA 19143

Background:

Cornerstone Christian Academy (CCA) is an independent, coeducational, non-denominational private school for students in kindergarten through 8th grade. Founded in 1988, the school's mission is to educate children, including those from at-risk neighborhoods, in an environment that provides the highest standards for academic achievement and spiritual development.

Position Title: Advancement Services Associate

Date Modified: May 2018

FLSA Classification: Exempt

Reports To: Director of Advancement

The Advancement Services Associate for Cornerstone Christian Academy (CCA) will accurately manage and administer donor relations information for charitable contributions made to the school.

Primary Responsibilities:

- Oversee the daily operation of the Advancement database (eTapestry), which tracks gifts/financial and biographical information of all CCA constituents and donors.
- Gather mail and prepare bank deposits, gift summary batch listings, and weekly/monthly deposit reports for the Advancement Department.
- Organize and maintain constituent records and data integrity using the Advancement database (eTapestry), which may include basic prospect research tools.
- Extract required information from the database and assist staff in running queries and reports.
- Maintain a policies and procedure manual with recommendations for gift processing.
- Act as a liaison between CCA Board of Trustees, faculty, staff and the Advancement Department.
- Work closely with colleagues to build rapport with CCA donors, constituents, staff and faculty.

Administrative Support:

- Support the collective activity of the Advancement staff including, managing the team calendar and updating fundraising plan documents.
- Provide administrative assistance the CCA President/CEO including the coordination of meetings, logistics, correspondence, advance preparation of materials, follow-up activities relating to the President's business and the execution of fundraising initiatives.
- Maintain necessary stock of office supplies and keep vendor relationships, i.e., Toshiba Copy, Pitney Bowes, etc.

Position Qualifications:

In addition to a degree from an accredited college/university or professional experience in a fundraising-related field, the Advancement Services Associate will likely possess faith in Jesus Christ as Lord and Savior, show exemplary Christian character, and have a love for children. The following qualifications are also required:

- Excellent verbal and written skills.
- Competency in Microsoft Office and willingness to learn eTapestry donor database.
- An understanding of fundraising practices, the ability to work independently, exercise sound judgment, and handle confidential matters with discretion.
- An ability to work evenings or weekends as needed.

Competitive salary based on experience. Comprehensive benefits provided. Interested candidates may send a cover letter and resume to: Monifa N. Moore, Cornerstone Christian Academy, P.O. Box 5520, Philadelphia, PA 19143 or mmoore@cornerstonephiladelphia.com.

Friends Select School

Director of Development Services

As a thriving independent school located on the Benjamin Franklin Parkway in Philadelphia, Friends Select School seeks a Director of Development Services that is interested in the people, organizations, and institutions that support the school as well as the data that guides the fundraising strategies. This newly created position offers a development professional the opportunity to work closely with donors and colleagues in a creative manner while also overseeing the fundraising database.

The Director of Development Services reports to the Director of Development and Alumni/ae Relations and is a vital member of the development team. S/he is responsible for oversight of day-to-day activities related to development, alumni/ae relations, and parent programs. S/he is also responsible for database management, gift processing and data entry, reporting and data analysis, data integrity and security, coordinating direct response mail program with outside vendors, donor stewardship and recognition, record keeping and reporting for EITC/OSTC and SPE tax credits and other fundraising initiatives. This position develops and implements data and gift entry procedures; produces lists, reports, and gift acknowledgments; and contributes to the successful execution of development goals and strategies. S/he will maintain close working relationships with other members of the development leadership team.

Friends Select School is a 590-student, co-educational, pre-kindergarten through twelfth grade, college preparatory, independent school located in center city Philadelphia. The school provides programs and services and equal opportunity in the administration of its educational and admissions policies, financial aid programs, employment and the selection of its governing board without regard to gender, gender expression, race, color, creed, religion, national origin, sexual orientation, handicap status, or any status recognized by federal, state and local civil rights and non-discrimination laws. The school carries out its mission in a manner reflective of the spiritual and social testimonies of the Religious Society of Friends.

Responsibilities include, but are not limited to:

- Oversee the day-to-day activities of the Development, Alumni/ae Relations, and Parent Programs Office ensuring that activities are meeting deadlines.
- Manage database for all constituencies to ensure accuracy and efficiency among all users.
- Responsible for optimizing the use of Raiser's Edge, GiveCampus, and CampusPay by developing policies and protocols for data entry, prospect management, accuracy and data management.
- Coordinate direct response mail activities working with outside vendor.
- Manage EITC/OSTC and SPE tax credit support and reporting requirements working with the business manager.
- Coordinate the Named Scholarship program, including identifying prospects, soliciting donors and stewarding gifts.
- Staff the Faculty/Staff Annual Fund Committee.
- Run data analysis queries, reports, pledge, and prospects reports on a regular basis and prepare all donor reports including Report of Gifts, statistical reports, and grant reports.

- Process, reconcile and transmit donations and pledges as well as thank you letters on a daily basis working in conjunction with members of the development office to ensure accurate record keeping and donor acknowledgment.
- Manage online, matching and recurring gift processing as well as vendor relationships.
- Coordinate prospect research and prepare donor profiles using Target Analytics and other resources.
- Prepare financial and statistical reports for internal tracking as well as reporting requirements required by professional organizations.
- Working with the IT Department, determine technology needs for Development Office.
- Maintain Raiser's Edge (RE) database specific to prospect research, including data entry, generating queries, exports, and reports.
- Provide support for special projects as needed.
- Serve as liaison with the Business Office.

Experience/Qualifications:

- Knowledge of Blackbaud's Raisers Edge NXT preferred.
- Must possess strong organizational, analytical and problem-solving abilities and have the ability to work with others creatively to achieve department goals.
- Ability to juggle multiple tasks simultaneously and meet deadlines.
- Demonstrated aptitude for new and emerging technologies in advancement.
- Experience with data analysis, gift processing, and donor acknowledgment.
- Donor solicitation experience preferred.
- Sharp attention to detail.
- Occasional evening and weekend hours required.

Interested candidates should submit a resume, cover letter, and a list of three references resumes with cover letter to Christine Jefferson, Director of Development and Alumni/ae Relations (chrisj@friends-select.org), by June 29.

Annual Fund Officer/Alumni Coordinator

Mercy Career & Technical High School

Mercy Career & Technical High School is seeking an Annual Fund Officer/Alumni Coordinator with at least three years of experience in an advancement/development office. For additional information, please visit our website at www.mercycte.org/about/work-at-mercy or contact Nancy Green at ngreen@mercycte.org.

Position Description: The Grants Manager develops and execute strategies to diversify and strengthen the organization's funding streams from corporate, foundation and government funding sources.

Specific Position Accountabilities:

- Manage a calendar of grant report and proposal dates; track an active portfolio of pending and committed grants
- Research and identify new grant funding prospects
- Write grant proposals for new and existing programs/projects
- Acknowledge and steward relationships with grant contacts
- Schedule and coordinate site visits with potential and actual donors
- Ensure compliance with all grant contracts/agreements/outcomes/deliverables
- Write required and courtesy grant reports
- Create organization and development materials for inclusion in proposal submissions
- Collaborate with the Chief Development Officer on development strategies and targeting prospects
- Develop and maintain corporate/foundation/government records
- Participate in developing program outcomes
- Serve as liaison for Combined City Campaign

Qualifications:

- Bachelor's degree required
- Minimum of three years successful grant writing experience
- Demonstrated record of attracting and securing major gifts from donors
- Experience in identifying, soliciting and closing gifts from corporate, foundation and government sources
- Excellent grant writing and communication skills. Understanding of the benefits of social media
- Demonstrated ability to create multi-year plans, set objectives and achieve goals
- A focus on quality improvement to identify ways in which PAL's Development team can increase effectiveness and efficiency
- Hands-on ability to manage and work directly with donor management software (Raiser's Edge).
- Knowledge of the Greater Philadelphia Region's philanthropic landscape is preferred
- Successful completion of a criminal background check
- Flexible and willing to perform other tasks as assigned

Valley Forge Educational Services

Major Gifts Officer

As VFES begins initial planning for a capital campaign, we seek to build our Development team with an experienced, dynamic Major Gifts Officer to develop and implement a new Major Gifts Program. The Major Gifts Officer will work independently and in partnership with the Director of Development, Executive Director and Board Members to secure a variety of individual major gifts. Primary responsibilities include qualifying, cultivating and soliciting a prospect pool of major donors; preparing individual and foundation funding requests, financial reports and donor communications; and planning and executing personal visits, cultivation events and donor recognition activities. The Major Gifts Officer will also contribute to other department efforts including the annual appeal, EITC solicitations, and special events.

As the Major Gifts Officer, you must have a bachelor's degree; 4 years fundraising experience in a non-profit organization, preferably an educational setting serving children and adults with special needs; a record of accomplishment in securing major individual gifts and meeting funding goals for new programs, planned giving, endowment, and/or building improvements; and experience with grant research, writing, and stewardship of private foundations and corporations. This position will require limited local travel (10-20%).

This is a full-time, year-round position with full benefits: paid health and dental insurance, generous paid time off, tuition reimbursement, and a 9% employer contribution to our retirement plan. For additional details, visit us at www.vfes.net.

To Apply, please send cover letter, resume, and salary expectations to: jobs@vfes.net. Applications will be accepted through **July 8, 2018**.

Valley Forge Educational Services, [1777 N. Valley Road, Malvern, PA 19355](http://1777NValleyRoadMalvernPA19355)

Senior Director, Marketing and Public Relations

Vincentian Family of the Eastern Province - USA

The Congregation of the Mission, Eastern Province is a Roman Catholic Society of Apostolic Life with 400 years of dedication to the ministry, service, and evangelization of the poor and those on the fringe of society. Founded by St. Vincent de Paul in 1617 and more commonly recognized as Vincentians, the Eastern Province, a nonprofit organization with ministries located throughout the Eastern United States and missions in Panama, has been based in Philadelphia, Pennsylvania since 1849. A subsidiary of the Province, the Central Association of the Miraculous Medal (CAMM), is dedicated to spreading devotion to Mary Immaculate and her Miraculous Medal, supporting the promotion of this devotion, helping the formation and education of seminarians, providing care to the aged and infirmed Saint Vincent de Paul priests and brothers of the Vincentian Eastern Province. The Shrine of Our Lady of the Miraculous Medal located in the heart of Philadelphia provides visitors a sanctuary for prayer, meditation, and pilgrimage to God and to Our Blessed Virgin Mary.

Reporting to the Senior Executive Director of CAMM, the **Senior Director of Marketing and Public Relations** will plan, develop and implement all external marketing strategies, marketing communications and public relations for the Province, including the Central Association of the Miraculous Medal (CAMM). They will direct the communications staff encompassing both organizations and will coordinate at the strategic and tactical levels with other functions within the Province.

Qualified candidates will have a minimum of seven (7) years of experience in marketing, communications or public relations with demonstrated success preferably in the nonprofit sector. The successful candidate will have an appreciation and passion for the mission of the Vincentian Family of the Eastern Province and a sound working knowledge of the Catholic faith and Church hierarchy. Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church. Must have demonstrated skills, knowledge and experience in designing and executing marketing, communications and public relations activities. Visionary and strategic planning capabilities to be applied toward the development of an innovative marketing and communications program and the leadership necessary to ensure its successful implementation is essential. A Bachelor's Degree in journalism, marketing, public relations or an associated discipline required; Master's Degree in a related field preferred. Must be willing and able to travel.

For a complete position description, listing of qualifications and additional information, visit our website at www.lambertassoc.com.

Qualified candidates may send resume and salary history to:

Marie O'Riordan - Lambert & Associates
Executive Recruiter
222 S Manoa Road, Suite 201
Havertown, PA 19083
moriordan@lambertassoc.com