



Job Posting

POSITION: Donor Relations Officer
LOCATION: Remote Location Requirement; Northern California, San Francisco, Los Angeles, San Diego
REPORTS TO: Vice President Donor Relations
COMPENSATION: (Approximately \$60,000-\$70,000)
UPDATED: July 1, 2021

Organization Profile:

NPH USA transforms the lives of vulnerable children in Latin America and the Caribbean by supporting the homes, health services and educational programs of Nuestros Pequeños Hermanos (NPH, Spanish for "Our Little Brothers and Sisters"). Together, we help children overcome poverty and become leaders in their own communities.

Position Summary:

The Donor Relations Officer primary role is to increase giving from existing donors and secure giving from new donors to support the mission of NPH International. This individual is responsible for the engagement, cultivation and solicitation managing a portfolio of 200 donors and prospects primarily soliciting major gifts of \$5,000+ by face-to-face meetings soliciting individuals, foundations, businesses, churches and organizations. This position also works with the area board members in support of fundraising activities. The Donor Relations Officer supports the team with a variety of fundraising events, strategic trips to NPH homes and assists in coordinating visits to our NPH homes in support of fundraising activities.

The Donor Relations Officer will engage in fundraising activity across the South and West Area with a focus growing emerging communities within the area, depending on prospective donor density.

Primary Responsibilities and Duties:

Under the guidance and direction of the VP Donor Relations, this development position will develop new and existing donors in the following ways:

- Increase the annual giving of the assigned donor portfolio consistent with assigned goals.
- Manage a portfolio maintaining relationships with 200 donors and prospective supporters in order to meet and exceed fundraising goal.
- Create and implement monthly strategies for prospects/donors in portfolio.
- Cultivate relationships and solicit new and renewed gifts from investors capable of making annual/major/planned gifts \$5,000+ utilizing the moves-management process.
- Travel throughout assigned region to make prospect and donor exploratory, cultivation, solicitation and stewardship visits.
- Visit a minimum of 125 assigned prospects/donors each calendar year in accordance with fundraising metrics by conducting a minimum of ten monthly meetings including ten solicitations with prospects/donors to discuss their financial support to NPH utilizing all resources necessary to be donor-centered in order to advance the donor.
- Create opportunities to speak about and tell the story of NPH at various organizations.

- Assist in the development of an annual strategy for fundraising and awareness raising events in the region and set targets for fundraising as well as new contacts reached.
- Participate in the post-event communication process (i.e. thank you notes, calls, emails, etc.) and conduct purposeful and timely follow-up with appropriate event attendees.
- Assure that all interactions with donors and prospects are recorded within the donor database.
- Research prospective donors and develop donor strategies to engage and acquire new donors.
- Develop an annual strategy for donor trips and set fundraising targets for each trip.
- Move potential donors in a timely fashion towards solicitation and closure.
- Develop meaningful opportunities for stewarding donors.
- Develop and build greater regional awareness serving as a resource to individuals, communities and organizations to strengthen solicitation opportunities.
- Achieve metrics and annual fundraising goals.
- Support regional fundraising staff in the development of building their donor pipeline.
- Work with volunteers to assist in engaging and cultivating donors as appropriate.
- Attend NPH events, as required and/or as requested.
- Execute other duties and meeting responsibilities as assigned.

Qualifications / Requirements (please do not apply if you do not satisfy all of these)

- Five or more years of successful nonprofit fundraising experience in annual/major/planned gift solicitation and portfolio management
- A proven record of soliciting and securing leadership gifts
- A demonstrated ability to drive innovation, change, and growth with a consistent track record of creating and executing effective fundraising strategies for diverse revenue streams
- A detail-oriented team collaborator who can translate strategy into results
- Superb relationship management, interpersonal, digital, written and oral communication skills
- The ability to inspire, positively influence and engage volunteers and donors
- Strong organizational skills with exceptional attention to detail
- Ability to maintain timely and complete record of activities, results and planned follow up
- Ability to work independently to plan activities and manage schedule to attain goal results
- Demonstrated leadership skills with an exceptional management ability to empower staff and work with peers and others to collaborate in accomplishment of team goals
- Demonstrated ability to manage multiple tasks and projects at a time
- Demonstrated ability to handle sensitive, confidential information professionally
- High energy and passion for NPH USA's mission is essential
- Knowledge and experience of Salesforce donor database and MS office is preferred
- Bachelor's degree required, Master's preferred
- Spanish fluency and International experience preferred
- Must be willing to travel local and international

How to Apply:

Send resume and cover letter to recruiting@nphusa.org. Include specific salary requirements. Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds to apply.