

PHILANTHROPY & STEWARDSHIP OFFICER

Job Title: Philanthropy & Stewardship Officer
Reports To: Development Director
Salary Range: 60,500 to 68,000 based on experience

This position is based in Metropolitan Phoenix and requires regular on-site presence to fulfill the responsibilities of the role. Not a remote position.

Overview of the Position:

The Philanthropy and Stewardship Officer is responsible for inspiring, broadening, and deepening the support of individual donors to Planned Parenthood Arizona (PPAZ). They execute the strategy and management of the mid-level portfolio with the responsibility of building a robust donor base at all levels of giving. They also oversee all stewardship and fundraising events for both Planned Parenthood Arizona and Planned Parenthood Advocates of Arizona.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Priorities:

- Work in collaboration with team members at both the affiliate and national office to develop cultivation, stewardship, and solicitation strategies for the mid-level and discovery donor portfolios.
- Work closely with the Director of Development to build a Mid-level and Discovery Giving program that serves as a donor pipeline for major gifts.
- With the Director of Development overseeing, statewide fundraising and stewardship special events to meet departmental goals throughout the state.
- Perform prospect research on current and prospective donors.
- Support collaborative fundraising efforts with Planned Parenthood Federation of America and other Planned Parenthood affiliates as needed.
- Maintain timely and accurate records on individual donors and potential donors in their portfolio to support ongoing activity and future fundraising, including plans, tracking, and reporting.
- Establish long-term goals and annual objectives for a major donor portfolio of individuals in collaboration with the Director of Development. Conduct regular and ongoing portfolio analysis, communicate outcomes and challenges, suggest portfolio adjustments as needed, and project results as needed for reports and planning.
- Identify, cultivate, solicit, and steward the assigned portfolio of individual prospects for major gifts. Ensure that the assigned portfolio is managed with the highest professional and ethical standards.
- Adhere to all departmental policies and procedures, as well as the AFP Code of Ethical Principles and Standards.
- Works across all platforms to ensure communications to donors and supporters are accurate and timely.
- Communicates with co-workers, management, clients, and others in a courteous and professional manner.
- Conforms with and abides by all regulations, policies, work procedures, and instructions.

Fundraising and Donor Engagement:

- Strategically grow funding sources by expanding the individual major gift program, including identifying new donors, cultivating existing donors, and expanding donor engagement across communities in Arizona.
- Builds and maintains relationships with grant-making organizations and community stakeholders to secure funding for PPAZ services and PPAA programs and bring awareness to the work.
- Inspire a culture for overall fundraising initiatives to meet PPAZ's development goals.
- Drive fund development activities for not only PPAZ, but also for the C4 organization, Planned Parenthood Advocates of Arizona.
- Engage the Board of Directors in the overall fundraising activities of PPAZ/PPAA and encourage a higher level of involvement in fundraising.
- Coordinates special events, including the annual fundraisers, board alumni events, and presidents' circle events to support both the C3 and the C4.
- Represents PPAZ in its participation in the Collaborative Fundraising Program with the Planned Parenthood Federation of America and other participating affiliates.
- Performs other duties as assigned.

Other Responsibilities

- Complete other special projects and department deliverables as assigned by members of the senior leadership team. Work with all departments in a positive, supportive, and collaborative team manner.
- Actively participate in the Accreditation process to ensure compliance with Elements of Performance (EOP), Medical Standards and Guidelines (MS&G), and all other state and federal regulations.
- Participate in supporting grants and donations to fund services and projects at the affiliate, through work like, but not limited to, program narratives, budgets, data queries, analysis, and participation in interviews with grantees and meetings with donors.
- Actively participate in training, orienting, and cross-training co-workers, managers, and staff on processes and procedures in compliance with PPAZ standards and guidelines.

TRAVEL: The Development Director will travel within Arizona and out of state as needed.

Education and/or Experience

- A bachelor's degree from an accredited college or university
- Three years of fundraising experience.
- Effective oral and written communication skills.
- Ability to work with diverse populations.
- A self-motivated team player who can energize and lead both staff and volunteers.
- Dedication, flexibility, attention to detail, and creativity are a must.
- Familiarity with fundraising software (Salesforce experience strongly preferred)
- Must be willing to maintain a flexible work schedule, including evening and weekend hours.

Apply: Please send a resume and letter of interest to HR@ppaz.org