

DEPARTMENT OVERVIEW

The Development department is responsible for raising funds from individuals and family foundations who can support NEPM for annual operating, restricted projects, and special campaigns. The team works closely with NEPM leadership, board members, and other volunteers.

JOB OVERVIEW

New England Public Media seeks an experienced professional to serve as the station's Senior Development Officer in Springfield, MA. This position is charged with developing and implementing strategies for securing philanthropic funding from major gift and planned giving prospects and donors. This role works closely with a team of development professionals, senior leadership, and board members. The ideal candidate will bring expertise in major giving and a creative, strategic approach. Skilled in interpersonal communication, the right fit will also be detail-oriented and demonstrate an appreciation for the role of public media in the communities of western Massachusetts. This position reports to the Senior Director of Development and works collaboratively with teammates in membership and operations to achieve revenue goals.

RESPONSIBILITIES

Donor Cultivation

- Manage a portfolio through all phases of the giving cycle, from validation and engagement through to cultivation, solicitation, gift negotiation, and stewardship.
- Research and identify potential major donors who have the capacity and inclination to make significant gifts.
- Make direct, face-to-face solicitations, and assist volunteers and NEPM leadership staff with their solicitation of five and six-figure gifts (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
- Develop high-quality written solicitations and other development materials for prospects, including compelling proposals.
- Create written communications for major donor stewardship.

Relationship Building

- Cultivate strong relationships with prospective and current major donors through personalized communication, meetings, and events.

- Focus on the acquisition and retention of donors, identifying opportunities to upgrade gifts through tailored engagement and stewardship strategies.
- Utilize prospect management systems and software to track and cultivate donors and prospects using our donor database, wealth screening tools, and moves management.
- Frequent representation of NEPM at community events throughout western Massachusetts.

Team collaboration

- Work closely with the Senior Director of Development and the development team to coordinate prospect review meetings to identify, qualify, and prioritize prospects through moves management strategies and research.
- Partner with the Senior Director of Development, the President, and organizational leaders to grow the major gifts program by developing special gift opportunities and engaging top donors in high-level gift conversations.
- Collaborate with teammates and volunteers to plan and execute special events for major gifts donors and prospects.

SKILL SET

- Commitment to the importance of local public media in connecting people and communities.
- Demonstrated ability to meet financial goals for fundraising, with a proven track record of cultivating and securing five and six-figure gifts.
- Must possess strong written and oral presentation skills and experience in developing clear and concise campaign materials.
- Demonstrated ability to prioritize tasks, successfully manage multiple priorities simultaneously, meet deadlines, and deal with change.
- Strong ability to persuade.
- Proven skills and success in project management.
- Excellent analytical, problem-solving, writing, and organizational skills.
- High professional and ethical standards for handling confidential information.
- Ability to work well as part of a team, to be strategic, and to work hands-on.

EDUCATION AND EXPERIENCE

- Bachelor's Degree or equivalent work experience required.
- Five or more years of experience in fundraising or a related field.
- Familiarity and/or experience with public media.
- Familiarity with using and managing constituent databases and CRM systems.
- Experience working with and incorporating the perspectives of individuals from multiple, varied communities.
- Familiarity with and appreciation of the various communities throughout western Massachusetts.

JOB SPECIFICS

Staff position

Hybrid position

LOCATION

44 Hampden St, Springfield, MA 01103