



## Employment Opportunity

**POSITION:** Regional Director  
**LOCATION:** Mid-Atlantic/Northeast Region – Quincy, MA  
**COMPENSATION:** Competitive; Commensurate with experience  
**POSTED:** July 9, 2018

NPH USA seeks an experienced fundraiser to target, cultivate and solicit individual, business and foundation major gifts prospects in support of orphaned and abandoned children in Latin America and the Caribbean. The Regional Director will head a team of two fundraising staff situated in Quincy, Massachusetts who will work together to achieve their annual regional fundraising goal

NPH USA supports Nuestros Pequeños Hermanos (NPH, Spanish for “Our Little Brothers and Sisters”), which is fully supporting more than 3,100 boys and girls in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua and Peru. An additional 3,100 community children receive scholarships, meals, health care and other support. More than 140,000 services were provided through community outreach programs in 2017.

We support NPH through fundraising and volunteer programs. In addition to our national office, we have six regional offices, each working in tandem to build support for our mission.

The organization’s 2018 objective is to raise \$2.022 million in the MANE Region, while positioning the region for significant expansion. To this end, systematic targeting and solicitation of major gift donors will be essential, as will strengthening the corps of engaged volunteers to serve as advocates for NPH in and beyond the MANE Region.

### **BASIC FUNCTION**

Reporting to the Chief Development Officer of NPH USA, the MANE Regional Director will be located at NPH USA’s office in Quincy, MA and be responsible for raising funds in the 13 states in the region. There will be a strong focus on donors in major cities across the region. Primary responsibility for defining fundraising targets and success metrics will rest with NPH USA’s Chief Development Officer and the national board, with goals developed with strong input from each Regional Director. The Chicago headquarters will contribute its fundraising support infrastructure to the efforts of the MANE Region, providing a common donor database and support systems, assistance in the development and distribution of web and conventional marketing materials, donor research, grant writing, and direct support during principal gift solicitations.

The MANE Regional Director will be accountable for the region’s fundraising success, and will view all NPH International and NPH USA activities, programs, group homes, programs events, contacts, and relationships as opportunities to market and raise funds for NPH through:

- Major gifts from individuals, and business and corporate sponsorships
- Grants from local and national foundations
- Contributions associated with NPH USA events or NPH International projects
- Restricted giving campaign
- Planned giving
- Matching gifts

- Direct mail and web-based giving
- Building relationships with individuals and an abiding interest in children, particularly children in the countries and regions served by NPH.

Graceful communication, an ability to understand the needs and motives of donor-investors, and experience in structuring agreements that simultaneously fulfill the requirements of NPH and donors, are key elements of this position.

Long term cultivation of individual and institutional donors, and very strong collaboration with regional board members, will be particularly critical to the overall success of the fundraising effort.

## **PRIORITIES AND RESPONSIBILITIES**

The Regional Director will be expected to immediately take responsibility for the day to day management of NPH USA fundraising in the region, immediately assessing the “state of play” of funding and in-process fundraising efforts, including pending individual and institutional giving opportunities.

Counted among the responsibilities of the MANE Regional Director will be to:

- In collaboration with the Chief Development Officer, and the other NPH USA leaders, define and continually upgrade a systematic fundraising plan that addresses the needs and concerns of each prospective donor, segmented by type (individual, business and foundation), level (various major gift levels, planned giving), and fund (capital, general unrestricted, and restricted for specific purposes);
- Aggressively implement a structured program for fostering strong relationships with targeted individual and institutional donor constituencies, involving where appropriate the CEO, Board members, and other members of the NPH family as appropriate;
- With the local board, help to set policies and practices for volunteers, and help attract and train new Advisory Board members; oversee the involvement, identification, training, and support of fundraising volunteers in outreach and solicitation;
- Assist in the development of materials that tell the NPH USA story, ensuring that they are regular, timely, impactful, consistent and address the interests of donors in the region;
- Work with the Chief Development Officer and other Regional Directors to establish clear standards for stewardship, donor recognition, and institutional sponsorship, with particular emphasis on the proper use of logos, brands, and recognition opportunities; ensure successful adherence to grant and restricted giving agreements; implement basic guidelines for sponsorship to preserve the integrity of the NPH brand; strengthen the stewardship and donor recognition program for all donor categories, and develop annual and other special events that boost institutional and individual fundraising efforts;
- As part of the senior management team, participate in long-range strategic planning for NPH USA; prepare annual operating plans and budgets, incorporating fundraising projections into the budget of the organization;
- Personally drive fundraising results through direct solicitations, and by supporting the direct solicitations of staff and volunteers.

## **PERSONAL FUNDRAISING PORTFOLIO AND PERFORMANCE METRICS**

The Regional Director will have a personal portfolio of approximately 150 major donors and prospects and will be responsible for the identification, cultivation, solicitation and stewardship of these individuals, corporations, and foundations. The Regional Director is expected to conduct annually a minimum of 96, one-on-one visits with prospects and donors from their portfolio to raise funds toward the regional fundraising target.

In addition to their own fundraising metrics, the Regional Director is responsible for ensuring that the regional fundraising staff is assigned and meets their annual performance metrics.

### **IDEAL EXPERIENCE AND PERSONAL CHARACTERISTICS**

Candidates should have the following type of experience and characteristics:

- A history of significant growth in annual fundraising initiatives; extensive nonprofit fundraising experience in a role-up-your sleeves environment; demonstrated ability to leverage a strong brand and established programs to draw the attention of donors;
- Experience engaging volunteers and staff in the fundraising process, preferably for a national organization, an organization that funds services for children, or an organization that raises contributed funds that are invested overseas;
- Broad-based knowledge of and experience with various development activities including: planned giving, major gift programs, event planning and management, direct solicitations, leveraging fundraising databases and support systems for donor segmentation, research and volunteer management;
- Demonstrated success with establishing stewardship and donor recognition programs that sustain long-term relationships; experience centered in Suffolk County would be an advantage, as would experience in raising funds in the other states in the region.
- Experience fundraising through communal or religious communities would be advantageous, however while this organization's founder was of the Catholic faith the organization is about children and not about a particular religion.
- A track record as an exceptional communicator, in writing as well as verbally; a good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan;
- Determined yet respectful of other's concerns, with the flexibility/creativity needed to find alternative ways to reach funding objectives; a skilled negotiator who does not drive him/her selves or others into a corner; someone that is action-oriented;
- A hard worker with a high energy level; a "doer" with a willingness to work hands-on in developing and executing a variety of development and advancement activities
- A manager who has a history of success with coaching/mentoring staff to be the best they can be in nonprofit development work. Providing a safe, collaborative and enjoyable work environment.
- Proven history of success managing a major gift portfolio.
- Emotionally mature with a very good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations.
- Ability to travel as necessary throughout the region.
- Experience with Salesforce is helpful, but not required.
- Driver's license and personal transportation required.

### **How to Apply**

Send resume and cover letter to [recruiting@nphusa.org](mailto:recruiting@nphusa.org). 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.