



NPH USA.
Raising Children. Supporting Families.
Transforming Lives.

Employment Opportunity

POSITION: Northwest Region Development Gift Officer
LOCATION: Bellevue, WA
STATUS: Full-Time, Exempt
COMPENSATION: Competitive; Commensurate with experience
POSTED: October 11, 2018

Organization Profile:

NPH USA is dedicated to breaking the cycle of poverty in Latin America and the Caribbean by supporting the Nuestros Pequeños Hermanos network of homes and outreach programs for abandoned and disadvantaged children. We provide a loving family, security, education, health care, and leadership development opportunities to children in nine countries.

Position Summary:

Reporting to the Regional Director the Development Gift Officer is responsible for the engagement, cultivation and solicitation of donors in support of the mission of NPH. This position is responsible for relationship management with prospective and current investors in NPH capable of making major gifts to NPH USA, including the management of identification, cultivation, solicitation, and stewardship.

Primary Responsibilities and Duties:

Under the guidance and direction of the Regional Director, the Development Gift Officer will develop new and existing donors in the following ways:

- Manage a portfolio maintaining relationships with 150 current 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 \$1,000-\$10,000+ utilizing the moves-management process.
- Travel through assigned region at least 4-times a year to make prospect and donor exploratory, cultivation, solicitation and stewardship visits.
- Visit a minimum of 125 assigned prospects/donors in person each calendar year in accordance with fundraising metrics.
- 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 the fundraising staff in the development of the donor pipeline.
- Work with NPH USA volunteers to assist in engaging and cultivating donors as appropriate.

- Attend NPH events, as required and/or as requested.
- Other duties and meeting responsibilities as assigned.

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

- Two or more years' experience in annual/major gift solicitation and portfolio management
- Demonstrated ability to solicit and secure leadership gifts
- Excellent communication skills, written and oral
- An ability to 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
- Ability to 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
- Bachelor's degree required, Master's preferred
- Must be willing to travel local and international

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk, and reach with hands and arms. The employee will be spending 90% of their time on a computer. The employee will occasionally lift, push, or move up to 20 pounds.

Work Environment

The noise level in the work environment is usually moderate.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

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.