



Employment Opportunity

POSITION: Development Officer – Southwest Region
LOCATION: Southwest Region – Remote within region
COMPENSATION: Competitive; Commensurate with experience
POSTED: June 20, 2017

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 for orphaned, 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, and collaborating with one or more development managers, the Development Officer is responsible for the engagement, cultivation and solicitation of donors in support of the mission of NPH. This position is responsible for soliciting annual gifts of \$1,000 to \$10,000 and higher from NPH USA prospects and donors. Responsible for management of relationships with approximately 200+ prospective donors and expected to identify, qualify, cultivate, solicit and steward these donors. The Development Officer will engage in fundraising activity across one region of NPH USA, depending on prospective donor density.

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

- Develop strategies to identify, explore, cultivate, solicit and steward new and existing low-to-mid-level annual donors and focus on moving them to higher levels of giving
- Seek and secure new donors of annual gifts of \$1,000 to \$10,000 or more through the moves-management system
- Develop meaningful opportunities for stewarding donors

Primary Responsibilities and Duties:

- Support the Regional Director and other fundraising staff in the development of the donor pipeline that feeds into the major gift program
- Visit with assigned prospects and donors in person and in accordance with established fundraising activity metrics
- Achieve annual fundraising target
- Manage a portfolio of 200+ prospects in designated region(s)
- Visit at least 125 of assigned prospects in person each calendar year
- Travel through assigned region at least 4-times a year to make prospect and donor exploratory, cultivation, solicitation and stewardship visits
- Participate in all aspects of the gift cycle:
 - Initiate contacts with prospective annual gift donors
 - Develop appropriate cultivation strategies for new and existing donors

- Move potential donors in an appropriate and timely fashion towards solicitation and closure
 - Maintain stewardship contacts with donors
- Work with NPH USA volunteers to assist in engaging and cultivating donors as appropriate

Qualifications / Requirements / Other

- Two or more years' experience in annual or major gifts solicitation and portfolio management
- Excellent communication skills, both written and oral; ability to influence and engage volunteers and donors
- Strong organizational skills
- Ability to work independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside NPH USA
- Bachelor's degree required, Master's preferred
- International experience preferred
- Must be willing to travel
- Must live within Southwest Region (California, Nevada, Utah, Arizona, Colorado, New Mexico, Oklahoma, or Texas)
- High energy and passion for NPH USA's mission is essential
- Strong organizational and time management skills with exceptional attention to detail
- Excellent verbal and written communication skills
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time

How to Apply:

Send resume and cover letter to recruiting@nphusa.org. Please include your salary expectations. 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.