



Association of Fundraising Professionals

Greater Philadelphia Chapter

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AFP-GPC Job Bank Web Posting: October 17, 2012

To place your job opening here, please contact the AFP-GPC office at chapter@afpgpc.org. The first listings are job openings and they are followed by Professional Services.

Leadership and Planned Gift Officer American Friends Service Committee

The AFSC is a Quaker organization, which includes people of various faiths who are committed to social justice, peace, and humanitarian service. Its work is based on the Quaker belief in the worth of every person and faith in the power of love to overcome violence and injustice. The Leadership and Planned Gift Officer focuses on the cultivation and solicitation of individuals who have the greatest potential for supporting AFSC's programs. The Leadership and Planned Gift Officer relates to donors who require the most deftly carried out cultivation leading to solicitation of major outright and planned gifts, including bequest intentions. He/she must coordinate the involvement of other development staff, program staff, and volunteers in the cultivation process so that priorities are kept in view, deadlines are met, and duplication of effort or action at cross purposes is avoided.

Qualifications:

- Possess a B.A. degree and have experience in non-profit annual giving programs; experience with capital campaigns preferred.
- Ability to communicate professionally and persuasively both orally and in writing. Ease in initiating contact with persons not known, in person and by phone. Demonstrated ability to interpret effectively the programs and goals of an organization to a wide range of persons of different backgrounds. Convey credibility and expertise in advising donors on confidential and sometimes complex financial and estate planning matters.
- Willingness and ability to travel approximately 40 % or more of each month over a wide geographical area and to work some evenings and weekends.
- Ability to work cooperatively with committees and staff, and in an organization that is characterized by a high level of consultation.
- Computer literacy required; familiarity with Raiser's Edge, Microsoft Office and the Internet desirable.

COMPENSATION: \$65,000 - \$75,000

Apply online at: <https://jobs-afsc.icims.com/jobs/1256/job>

Associate Director of Development Bryn Mawr Rehabilitation Hospital

Main Line Health seeks a full time Associate Director of Development to support Bryn Mawr Rehabilitation Hospital, located in Malvern, PA.

Under the direction of the Executive Director, the Associate Director will allocate 50% of her/his time to planning and implementing the hospital's annual/sustaining gift programs and 50% to managing the hospital's Foundation Relations efforts.

S/he will develop and implement plans to cultivate and solicit new prospects and donors for annual/sustaining gifts in the \$1 - \$10,000+ range, as well as be responsible for managing the

foundation proposal calendar, writing annual stewardship reports, proposals, and other correspondence to foundation donors.

Candidates must have a Bachelor's degree from a recognized college or university and five or more years of experience in fundraising, with demonstrated success in annual or major gift programs, donor relations and managing volunteers and/or staff. Excellent written and verbal communications skills are required, as is the ability to interpret Hospital programs and write successful proposals to gift prospects. Knowledge of the Main Line Health hospitals, the Main Line, healthcare, and an understanding of the culture of these institutions and their environments is highly desirable.

Bryn Mawr Rehab Hospital, in the Chester County suburbs of Philadelphia, PA, offers a continuum of services for adults and adolescents that includes acute inpatient care, specialized day treatment services and many outpatient options. The wide range of illnesses and injuries we treat includes brain injury, stroke, spinal cord injury, multiple sclerosis, chronic pain, multiple trauma, amputations, and other orthopedic and neurological conditions

We offer a salary commensurate with experience and comprehensive benefits. Interested applicants should forward their resume to ThomasV@mlhs.org. EOE.

Development Position
Marple Public Library

Marple Public Library part-time Development Position: 19 hour position in large, busy public library located in Broomall, PA. Responsibilities include managing and expanding the library's annual giving program, and expanding our deferred and planned giving plan. Must have excellent communication skills. Experience preferred. Salary is commensurate with experience.

Apply by: Deborah Parsons, Library Director. madirector@delcolibraries.org.

Associate Director of Development, Annual Giving
Paoli Hospital

What really matters to you and your career? If you think about what's important to you, you'll find that these are the same things that are important to us at Main Line Health. Things like innovation, compassion and communication. These aren't just words to us – they are values at the center of everything we do. We now have the following opportunities available:

Associate Director of Development, Annual Giving - Paoli Hospital

Paoli Hospital serves the Chester County region with superb physicians and nurses, and modern facilities and technology. A dedicated volunteer Foundation Board and strong fundraising program attracts support from some of our area's leading philanthropists. The Philadelphia Business Journal recently recognized Paoli Hospital as one of the top ten "Best Places to Work" in the Delaware Valley.

The Associate Director, under the supervision of the Executive Director, will provide administrative and operational oversight of the department, including the execution of development communications in support of fundraising objectives. This includes the development, implementation and execution of a plan for a high-end and individual/grateful patient annual giving program focused on the Hospital's \$1,000 to \$25,000 donors. He/she will manage a portfolio of assigned donors and prospects, and steward these prospects in a thoughtful, creative and strategic manner maximizing commitments over a lifetime of giving.

The successful candidate is a goal-oriented strongly driven individual who has demonstrated fundraising success, tenacity, knowledge of development strategies and gift instruments, strong interpersonal skills and excellent written and oral communication skills. A Bachelor's degree from a

recognized college or university is required, and 4 years or more direct experience in fundraising with demonstrated success in high-end annual giving and communications, preferably with a health care organization...

We offer a salary commensurate with experience and comprehensive benefits. Interested applicants should forward their resume to ThomasV@mlhs.org. EOE.

Title: **Director of Development/Senior Major Gift Officer**

Salary: Competitive

Employer: University of Pennsylvania

Reports to: Senior Director of Development, Centers and Institutes

Categories: Capital; Campaigns/Endowment, Development-General, Major Gifts

Location: 3535 Market Street, Philadelphia, PA 19038

Type: Full Time-Professional

Required Education/Experience Bachelor's Degree/Five to seven years work experience

About: **Penn Medicine** (<http://www.pennmedicine.org/>) is one of the world's leading academic medical centers, dedicated to the related missions of medical education, biomedical research, and excellence in patient care. It consists of the Raymond and Ruth Perelman School of Medicine at the University of Pennsylvania (founded in 1765 as the nation's first medical school) and the University of Pennsylvania Health System, which together form a \$4.3 billion enterprise.

Position Summary: Manages a portfolio of individual and organizational major gift prospects (\$100,000+) for priority interdisciplinary centers and institutes and related clinical departments at Penn Medicine that may include but not be limited to: the Penn Comprehensive Neurosciences Center; the Departments of Neurology, Anesthesiology and Critical Care, Psychiatry and Behavioral Health, and Medical Ethics and Health Policy. Supervises and/or coordinates fundraising activities related to the aforementioned areas within the framework of established and emerging priorities. Develops and implements strategies for outright and planned gifts and grants from prospective donors in consultation with development staff, administration, key volunteers and faculty to achieve institutional goals. The faculty engaged in the aforementioned areas are regarded as the foremost experts in their fields in the United States and internationally.

Qualifications:

- Bachelor's degree required, advanced degree desirable.
- Five to seven years of progressively responsible experience in institutional development with emphasis on major gifts from individuals and/or organizations, or relevant related experience. At least three years in an academic medical center or a large scientific/health care research institution is preferred.
- Knowledge or experience in planned giving is desired.
- Ability to function independently, yet work in a centralized development structure for fundraising, participating in and contributing to a team effort.
- Excellent verbal and written skills essential.
- Strong administrative experience and ability to establish objectives, set performance standards and organize a successful approach to achieving fundraising goals.
- High motivation and capacity for hard work within the context of an intensely goal-oriented environment.
- Ability to travel both locally and nationally.

For additional information, please contact:

Irene I. Lukoff
Sr. Director of Development, Centers and Institutes
University of Pennsylvania
Penn Medicine Development and Alumni Relations
215-573-0187

PROFESSIONAL SERVICES DEVELOPMENT

Development and Communications Consulting

Enid D. Horowitz, of EDH Fundraising & Communication, offers more than 10 years of nonprofit experience in the Philadelphia area.

EDH Fundraising & Communication specializes in helping your Arts & Culture or Education nonprofit raise funds to carry out your mission. Services include grant research and preparation of proposals tailored to your needs for Foundation, Corporation and Government support. We also train boards in creating fundraising plans.

Communications work includes newsletters, brochures, annual reports, press releases, web copy and more. We strive to create work for you that is well written, accurate and meets deadlines.

Competitive hourly rates. Registered with the Bureau of Charitable Organizations.

Contact: enidmail@gmail.com, www.enidhorowitzfundraising.com or 215-646-3793.