



Job Posting

POSITION: Donor Relations Coordinator
LOCATION: Due to organizational growth, we have opportunities available in a number of locations including Chicago, IL; Scottsdale, AZ; Seattle, WA
REPORTS TO: Area Vice President of Donor Relations
COMPENSATION: Competitive; Commensurate with experience (Approximately \$40,000- \$45,000)

Organization Profile:

NPH USA serves more than 7,500 vulnerable children in Latin America and the Caribbean by supporting the homes, health services and schools of Nuestros Pequeños Hermanos (Spanish for "Our Little Brothers and Sisters"). If you are looking to make a dramatic impact in the life of a child, this is the job for you. nphusa.org/impact

Summary of Opportunity:

The Donor Relations Coordinator's primary role is to support fundraising efforts across a given region. Under the oversight of the Area VP of Donor Relations, the donor relations coordinator will lead event planning, recruitment and management of volunteers/interns, and develop fundraising skills along the way. The Donor Relations Coordinator serves as the point person for database management and other administrative duties.

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Your Impact & Contributions:

A. Event Support and Follow-up (35%)

- Lead event planning, execution and follow-up for fundraising events.
- Work with event committees to assist with event planning details as directed by staff.
- Provide support for the team before, during and after events to assure that the events are successful and that event attendees are followed up with according to plan.
- Assist with post-event communication process (i.e. thank you notes, calls, emails, etc.) to assure that we have followed up with all event attendees.
- Attend NPH events, and travel to NPH homes as required and/or as requested.

B. Administrative /Child Sponsorship/ Volunteer Coordination (30%)

- Recruit and manage local volunteers/interns as needed to support the team.
- Coordinate and maintain child sponsorship follow up.
- Monitor / order supplies and marketing materials to support the team.
- Manage relationships with and payment of vendors.
- Facilitate, receipt and correct processing of incoming gifts.
- Input donor information in Salesforce.com and serve as local content expert on the database, regularly running reports and creating campaigns.

- Coordinate in-house mailings, emails, and social media updates as needed.
- Prepare materials, impact reports, and child sponsorship stewardship to engage donors.
- Serve as a trip coordinator if help is needed to provide support for trips.

C. Manage donor relationships to raise unrestricted funds for NPH (35%)

- Successful candidates will be given the opportunity to develop their own fundraising skill through personal contact with new and potential donors.
- Set up face-to-face meetings and regularly correspond with donors to build relationships and to discuss mission support (giving) opportunities.
- Increase annual giving of assigned donors to achieve fundraising targets using a combination of individual gifts, event donations, and child sponsorships.
- Maintain a portfolio size of 75-100 individuals/churches/businesses in the giving range of \$500-\$999+

Ideal Qualifications:

- Demonstrated customer service skills with exceptional relationship management skills and an ability to collaborate with staff and work with peers to accomplish team goals
- Minimum of 1-year previous fundraising/sales/event planning/customer service experience
- Self-motivated with an ability to develop a plan and see it through to completion
- Superb relationship management, interpersonal, digital, written and oral communication skills
- The ability to inspire, positively influence and engage volunteers and donors
- 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
- Demonstrated ability to handle sensitive, confidential information professionally
- High energy and passion for NPH USA's mission
- Knowledge and experience of Salesforce donor database and MS office is preferred
- Bachelor's degree preferred
- Must be willing to travel locally and internationally as required

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 to apply.



7,630 children supported
in 9 countries

3,639 fully supported children
and youths

3,677 community students
attending NPH schools

157 youth on scholarship at
community schools

157 community children receiving
other on-going support



122 new arrivals



44 international
volunteers



2,276 local people
employed

Graduates

48
vocational
school

4
technical
school



253
high
school

125
university

Community Outreach

All of the NPH homes assist people in their communities in a variety of ways, including scholarships for local students to both NPH and non-NPH schools, health services, disaster relief, and support for *Hermanos Mayores* ("older siblings") who grew up at the NPH home.

81,170 community
services



NPH Haiti's St. Damien Pediatric Hospital serves children and high-risk pregnant women.