

## PHILANTHROPY AND STEWARDSHIP OFFICER

Planned Parenthood Arizona is looking for a Philanthropy and Stewardship Officer. Our services emphasize on family planning and reproductive health care, including the provision of birth control and comprehensive contraceptive counseling, testing and treatment of sexually transmitted infections, pregnancy testing, counseling and referral, HIV testing, annual exams, abortion care and more. In addition, PPAZ focuses on providing medically accurate sexuality education and training services throughout the state.

The Philanthropy and Stewardship Officer is responsible for inspiring, broadening, and deepening the support of individual donors to Planned Parenthood Arizona (PPAZ). They execute the strategy and management of the mid-level portfolio with the responsibility of building a robust donor base at all levels of giving. They also oversee, along with the Director of Development, all stewardship and fundraising events for both Planned Parenthood Arizona and Planned Parenthood Advocates of Arizona and supervise the Events and Donor Communications Coordinator.

### Duties and responsibilities:

- Work in collaboration with team members at both the affiliate and national office to develop cultivation, stewardship, and solicitation strategies for the mid-level and discovery donor portfolios.
- Work closely with the Director of Development to build a Mid-level and Discovery Giving program that serves as a donor pipeline for major gifts.
- Oversees, with Director of Development, statewide fundraising and stewardship special events to meet departmental goals throughout the state.
- Perform prospect research on current and prospective donors.
- Support collaborative fundraising efforts with Planned Parenthood Federation of America and other Planned Parenthood affiliates as needed.
- Maintain timely and accurate records on individual donors and potential donors in their portfolio to support ongoing activity and future fund raising—including plans, tracking, and reporting.
- Establish long term goals and annual objectives for a major donor portfolio of individuals in collaboration with the Director of Development. Conduct regular and ongoing portfolio analysis, communicate outcomes and challenges, suggest portfolio adjustments as needed, and project results as needed for reports and planning.
- Identify, cultivate, solicit, and steward the assigned portfolio of individual prospects for major gifts. Ensure that the assigned portfolio is managed with the highest professional and ethical standards.
- Adhere to all departmental policies and procedures, as well as the AFP Code of Ethical Principles and Standards.
- Through these activities demonstrate an understanding of and commitment to PPAZ core values: We tend to the team; We respect and honor all people; We jump in; We try and we learn; We care for our business; We return to our mission; and practice these values in relations with internal and external customers.
- Communicates with co-workers, management, clients, and others in a courteous and professional manner.



Planned Parenthood Arizona, Inc.

4751 North 15<sup>th</sup> Street  
Phoenix, AZ 85014  
602.277.7526 Tel  
602.277.5243 Fax

2255 North Wyatt Drive  
Tucson, AZ 85712  
520.624.1761 Tel

- Conforms with and abides by all regulations, policies, work procedures and instructions.
- Performs other duties as assigned.

Supervisory duties:

Supervises the Events and Donor Communications Coordinator

Education/experience:

- A bachelor's degree from an accredited college or university and a minimum of three years of fundraising experience.
- Effective oral and written communication skills.
- Ability to work with diverse populations.
- Willingness to work with volunteers.
- Excellent verbal and written communication skills.
- A self-motivated team player who can energize and lead both staff and volunteers. Dedication, flexibility, attention to detail and creativity a must.
- Familiarity with fundraising software (Salesforce experience strongly preferred) and proficiency with the Microsoft Office Suite.
- Must be willing to maintain a flexible work schedule including evening and weekend hours and limited state-wide travel.
- Must possess a valid Arizona driver's license.
- All candidates must have a commitment to operating goals of Planned Parenthood and possess the ability to contribute to the overall goals of the development department and organization.

**What We Offer:**

Salary: \$60,000 - \$70,000

PTO and Paid Holidays

Very Competitive Medical, Dental, Vision Plans

Basic Life and AD&D – PPAZ Paid

STD, LTD, and Supplemental Life

Pet Insurance

401K, optional matching after 365 days of employment

**How to Apply:**

Are you interested in bringing your expertise to Planned Parenthood Arizona? Please submit your resume and cover letter and apply through this link: [Planned Parenthood Arizona, Inc. - Philanthropy and Stewardship Officer \(lever.co\)](#)

PPAZ will contact select applicants to conduct an initial phone screening.

When applying please check your junk/SPAM folder for the invite for a phone screening.

This job requires a background check once a job offer is extended to the final candidate. PPAZ does not discriminate in employment and understands the many barriers candidates may face when applying to jobs. One of those barriers being the criminal justice system and its effects on background checks. We understand that these barriers more often negatively impact BIPOC, and as an organization, we are working to eliminate those barriers.



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A conviction is not an absolute bar to employment. Factors such as the age of the offense, evidence of rehabilitation, seriousness of violation, and job relatedness are considered in all employment decisions. PPAZ encourages all interested parties to apply to this position.

Planned Parenthood Arizona is an Equal Opportunity Employer.