**Nationalities Service Center – Job Announcement**

**Development Manager**

**Position Overview**

The Development Manager will work closely with the Development and Administrative teams in a project-oriented fashion to support and advance the agency’s fundraising and communication goals.

The Development Manager will join a team of high performing professionals who design and execute strategies with the goal of leveraging the agency’s current resources and expanding available resources while also increasing operational efficiencies and freeing up program staff to focus more of their time on serving their clients. We are looking for a team player who enjoys variety in their day to day operations, has high standards for the quality and integrity of their work output and is in possession of the emotional intelligence to conduct themselves with the appropriate professionalism and discretion in the performance of their role and demonstrates respect and courtesy in their dealings with a wide array of staff, volunteers, and clients.

This is an extraordinary opportunity for a candidate to develop a wide range of development, communication, and non-profit management competencies while working for an organization that serves an extremely vulnerable and exceedingly diverse client population.

**Essential Functions**

**Donor Prospect Research, Resource Development, and Compliance** **Assurance**: Conduct individual donor and foundation grant prospect research and development, and prepare donor visit profiles for the ED and Board members. The Development Manager will work with the Director of Development to maintain centralized filing of all grants, contracts and related funding materials. As directed by the Executive Director and Director of Development, the Manager will work on a range of general operating and program resource development projects including grant writing and stewardship, corporate sponsorship and related areas.

**Gift Tracking and Stewardship:** The Manager will manage the donor database, process all incoming gifts, and generate donor acknowledgement letters. Support additional fundraising efforts, including (but not limited to) the annual appeal, Fund for Immigrant Justice, and Campaign for Resilience.

**Event Planning and Execution:** The Manager will work closely with the Director of Development and Executive Director to assist in planning and managing NSC’s annual fundraiser and other events during the year, including but not limited to sponsorship solicitation, vendor management, and guest list generation and management. The Manager will also develop a community engagement series for both internal and external events and presentations about NSC and will provide support for and attend third-party fundraisers as required.

**Executive Communications**: Design and produce executive presentations for Executive Director as needed. Design and produce external fundraising and general agency communication vehicles. Work with the Director of Development to create a messaging plan and calendar that incorporates both proactive content as well as responses to emerging issues. Regularly update NSC’s website and social media platforms with relevant material for donors, clients, and other audiences. Work with the Director of Development to develop the agency’s messaging and design online campaigns with the goal of attracting new donors, raising funds and engaging current supporters.

**Knowledge, Skills, and Abilities**

* Understanding of NSC goals and objectives and ability to work and contribute as part of a larger team.
* Informed self-awareness and inter-cultural humility are essential traits in a strong candidate.
* Strong research, writing, and editing skills.
* Knowledge of electronic communication and data and general office related tools and equipment. Advanced knowledge in Excel, Microsoft Office, and Power Point.
* Graphic design knowledge or experience a strong plus.
* Strong knowledge and prior experience with website content management, social media and/or press relations preferred.
* Possess a strong attention to detail.
* Familiarity with DonorSnap (or similar donor management software) a plus, but not required.
* Ability to develop and maintain productive working relationships with staff, clients and volunteers to develop and deliver efficient and effective development support to NSC’s programs and activities.
* Excellent verbal and written communications skills required.
* Demonstrated ability to manage multiple tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
* Basic knowledge of grant management, event planning, and donor acknowledgement a plus.
* Ability to organize tasks in an efficient manner with strong attention to detail in a fast-paced environment.
* Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, program members, business partners and the community at large.
* Adheres to all NSC policies and procedures.
* Attends all NSC in-services as required.

**Experience, Education, and Licensure**

**Minimum Experience**: 2+ years of experience in a non-profit environment, particularly in development and/or communications.

**Minimum Education:** BA/BS in communications, political science, or related degrees from an accredited university.

**Compensation:** The position is full-time. Salary is commensurate with experience.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk

or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.

1. The employee must occasionally lift and/or move up to 25 pounds.
2. Operate general office equipment with frequent work at a computer workstation.
3. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is moderate.
2. Although work is primarily indoors, you may be required to travel outside to community, business partner, and social service locations.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. Work outside of traditional work hours may be necessary based on operational and agency needs.

Nothing in this position description restricts management’s right to assign or reassign at large duties and responsibilities to this job at any time.

**How to Apply**

Application deadline is **July 6, 2018**. Please email detailed letter of interest and résumé to [jobs@nscphila.org](mailto:jobs@nscphila.org). Please no phone calls.

NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.