**Nationalities Service Center – Job Announcement**

**Associate Director of Development**

**Position Summary**

The Associate Director of Development will lead the fundraising and communications of NSC, working closely with the Executive Director to set fundraising priorities. The Associate Director will be responsible for all aspects of fundraising, including but not limited to individual and corporate giving, general operating grants, and online and other web-based giving. The Associate Director will also work closely with the Executive Director and the Management Team to set the messaging and branding of the organization and to increase the visibility of NSC, and will manage the Development Manager. Additionally, the position will work closely with the Board of Trustees, and especially the Board Development Committee, to engage the Board members in fundraising strategies.

**Essential Functions**

* Manage all fundraising activity, including events, corporate sponsorships, direct mail, and personal solicitations
* Research, identify and investigate new funding opportunities from a wide variety of foundations, corporations and government agencies
* Work closely with Executive Director and Board of Trustees to identify and solicit donors for event contributions, corporate sponsorships, and unrestricted gifts
  + Draft, design, and produce all printed materials for use in PR, marketing, and fundraising (Annual Reports, direct mail, event invitations, press releases, marketing brochures)
  + Cultivate and steward strong relationships with key contacts at top foundation and corporate funding prospects
  + Maintain website content and all social media content
  + Prepare materials for Development Committee meetings in collaboration with Development Committee Chair as needed
  + Develop and manage communications – e-newsletters, social media, and appeal letters.

**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**: 3+ years of experience in a project or non-profit program management role in a non-profit, corporate or government setting.

**Minimum Education:** BA/BS with a degree in business, communications, political science or related degrees from an accredited University.

**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.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. Operate general office equipment with frequent work at a computer workstation.
4. 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**

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.