



NPH USA
Raising Children. Supporting Families.
Transforming Lives.

Employment Opportunity

Position: Donor Relations Manager
Location: Chicago, IL
Compensation: Competitive; Commensurate with experience
Reports to: Director of Donor Relations, Midwest Area

About Us

Nuestros Pequeños Hermanos (NPH) means "Our Little Brothers and Sisters" in Spanish. NPH USA transforms the lives of vulnerable children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, and Peru. Together, we help children overcome poverty and become productive, caring leaders in their own communities. Founded in 1954 by Father William Wasson, NPH is supporting nearly 8,000 children, both inside and outside our homes, ensuring they have a safe and nurturing place to live, an education, clothing, healthcare, and a strong family support system. In addition, NPH's St. Damien Pediatric Hospital employs more than 500 Haitians and is the only hospital wholly dedicated to pediatric and prenatal care in Haiti, a country of 11.5 million people.

NPH USA is headquartered in Chicago, with fundraising offices in three different areas covering the South and Southwest; Midwest; and East Coast. International headquarters is based in Mexico and we have fundraising offices in Europe, Australasia, and Canada.

Mission

NPH USA connects supporters' passions and interests to the transformational work of Nuestros Pequeños Hermanos impacting the lives of children, families and communities in Latin America and the Caribbean.

Vision

We envision a world where vulnerable children, families, and communities have access to the resources and opportunities they need to thrive.

Organizational Imperatives

- Honor Donor Relationships
- Fulfill Commitment to NPH International
- Live the Values of Fr. Wasson

Values

- Show GRATITUDE in all we do
- Foster authentic RELATIONSHIP and true connection
- Act with INTEGRITY always
- Accept RESPONSIBILITY for our mission and our commitments
- Work in COLLABORATION to achieve more together
- Operate with TRANSPARENCY and honesty
- Embrace DIVERSITY, EQUITY and INCLUSION, building a better organization and a better world

Summary of Opportunity:

The Donor Relations Manager primary role is to increase giving from existing donors, secure giving from new donors to support the mission of NPH International. This individual is expected to manage a portfolio of 80-120 donors and prospects primarily by face-to-face meetings soliciting individuals, foundations, businesses, churches and organizations to support NPH's mission. This position also oversees the young professional fundraising board and/or recruit and work with the area board members in support of fundraising activities.

The Donor Relations Manager supports the team with a variety of fundraising events, strategic trips to NPH homes and assists in coordinating visits from our students and staff from our NPH homes to support fundraising activities.

NPH USA believes in having a strong commitment to mission and to its employees. Our benefits plan is designed to recognize the diverse needs of our staff with competitive medical, dental and vision packages, cell phone reimbursement, life insurance, and a 403b with a company match. We promote work-life balance with a generous paid time-off program.

Your Impact & Contributions:

Under the guidance and direction of the VP Donor Relations, this development position will develop new and existing donors in the following ways:

- Increase the annual giving of the assigned donor portfolio consistent with assigned goals.
- Identify, engage, cultivate and solicit new donors.
- Conduct a minimum of eight monthly face-to-face meetings including eight solicitations with prospects and donors to discuss their financial support to NPH.
- Manage a portfolio of 80-120 donors and prospects in the giving range of \$1,000-\$10,000.
- Achieve assigned fundraising target by developing and executing a donor portfolio strategy.
- Oversee/recruit/engage the Young Professional Fundraising Board and/or recruit and work with the area board members in support of fundraising activities; ensuring their annual fundraising goal is met through fundraising activities.
- Develop and execute strategy to increase awareness of NPH by actively engaging service organizations, schools, churches, businesses, etc.
- Create opportunities to speak about and tell the story of NPH at various organizations.
- Develop and manage volunteer committees at organizations with the purpose of incorporating NPH into their charitable activities.
- Assist in the development of an annual strategy for fundraising and awareness raising events in the region and set targets for fundraising as well as new contacts reached.
- Execute various event tasks as assigned.
- Participate in the post-event communication process (i.e. thank you notes, calls, emails, etc.) and conduct purposeful and timely follow-up with appropriate event attendees.
- Assure that all interactions with donors and prospects are recorded within Salesforce.
- Research prospective donors and develop donor strategies to engage and acquire new donors.
- Develop an annual strategy for donor trips and set fundraising targets for each trip.
- Oversee and manage trip coordination assuring that all trip policies are followed.
- Prepare and conduct post trip follow-up and reporting.
- Assist the team by performing other duties as assigned.

Ideal Qualifications:

- Two-Four years of successful nonprofit fundraising experience in annual/major/planned gift solicitation and portfolio management
- A proven record of soliciting and securing annual gifts
- A detail-oriented team collaborator who can translate strategy into results
- Superb relationship management, interpersonal, digital, written and oral communication skills
- The ability to inspire, positively influence and engage volunteers and donors
- Strong organizational skills with exceptional attention to detail
- 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 leadership skills with an exceptional management ability to empower staff and work with peers and others to collaborate in accomplishment of team goals
- Demonstrated ability to manage multiple tasks and projects at a time
- Demonstrated ability to handle sensitive, confidential information professionally
- High energy and passion for NPH USA's mission is essential
- Knowledge and experience of Salesforce donor database and MS office is preferred
- Bachelor's degree required
- Must be willing to travel local and international

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.