



**NPH USA**  
Raising Children. Supporting Families.  
Transforming Lives.

## Job Posting

**POSITION:** Donor Relations Manager  
**LOCATION:** Boston, MA  
**COMPENSATION:** Competitive; Commensurate with experience  
**UPDATED:** April 1, 2023

### **Organization Profile:**

NPH USA is a national non-profit organization whose mission is to connect the passions and interests of its supporters to the transformational work of NPH (Nuestros Pequeños Hermanos— Spanish for “Our Little Brothers and Sisters”). Specifically, NPH USA’s development team raises funding through donor-centered programs that provide access to education and healthcare to over 7,000 vulnerable children, families and communities in Latin America and the Caribbean. **Start a rewarding career with us today and make a dramatic impact in the lives of so many!** [nphusa.org/impact](https://nphusa.org/impact)

### **Summary of Opportunity:**

As a Donor Relations Manager, you’ll help expand the impact of the East Coast Area by leading regional event planning, recruitment of volunteers/interns, and advancing donor relationships. You will have the chance to develop a donor portfolio and contribute to the development of regional strategy through donor research/segmentation. In addition, you will have the opportunity to collaborate cross-departmentally on a national level and help identify new opportunities to expand fundraising efforts across the East Coast.

NPH USA has 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, a 403b with a company match and a generous paid time-off program.

### **Your Impact & Contributions:**

#### **A. Manage donor relationships to raise funds for NPH (60%)**

- Steward and increase giving among annual donors (<\$1,000)
- Research and develop strategies to engage and acquire new donors, including individuals, corporations and foundations.
- Meet with prospects and donors to discuss their financial support to NPH
- Develop, manage communications and execute strategy to increase awareness of NPH by actively engaging service organizations, schools, churches, businesses, etc.
- Oversee/recruit/engage the Associate Fundraising Board.

## **B. Event Coordination & Support (20%)**

- Lead event planning, execution, and follow-up for fundraising events
- Work with event committees to assist with event planning details
- 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

## **C. Volunteer Coordination /Child Sponsorship/ Administrative (20%)**

- Recruit and manage local volunteers/interns as needed to support the team
- Develop and manage volunteer committees at organizations with the purpose of incorporating NPH into their charitable activities
- Serve as trip coordinator to support execution and adherence of trip policies
- Coordinate and maintain child sponsorship follow up
- Serve as the regional point of contact for CRM maintenance
- Coordinate in-house mailings, emails, and social media updates as needed
- Facilitate, receipt and correct processing of incoming gifts
- Manage vendors to monitor supplies and payment of vendors

### **Ideal Qualifications:**

- 2-4 years of successful nonprofit fundraising experience in annual/major/planned gift solicitation and portfolio management
- Superb relationship management, interpersonal, digital, written and oral communication skills
- Highly organized with strong adherence to deadlines
- Knowledge and experience of donor database preferred
- Bachelor's degree required
- Must be willing to travel locally and internationally as needed

### **How to Apply:**

Send resume and cover letter to [recruiting@nphusa.org](mailto: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.