



## Employment Opportunity

**POSITION:** Writer and Social Media Manager  
**LOCATION:** Remote (Chicago, IL Preferred)  
**SCHEDULE:** Full-time, Exempt  
**REPORTS TO:** National VP, Donor Engagement & Strategy

### **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 more than 8,000 children and young adults, 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. [nphusa.org/impact](http://nphusa.org/impact)

We support NPH through fundraising and volunteer programs. In addition to our national office, we have three fundraising areas (South and West, Midwest, East Coast) and the St. Damien Pediatric Hospital Fund each working in tandem to build support for our mission.

### **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 RELATIONSHIPS and true connections
- 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:**

Do you love to enthrall an audience with a great story? Do you believe that words do matter, and that SHOWING donors how their gifts transform the lives of children keeps them vested in this critical mission? NPH USA Donor Engagement is seeking a versatile and resourceful writer, proficient in the not-for-profit fundraising space.

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:**

- Inquisitive and resourceful storyteller, seeking angles, offers and channels that will generate strong interest and engagement among target donor audiences
- Ability to evaluate and apply data to continuously improve audience engagement
- Able to effectively repurpose content for a variety of channels, including social media
- Conscientious writer and editor, helping shape and adhere to consistent, compelling messaging
- Collaborates to further evolve our brand essence – the look, feel, and tone of our brand identity and voice
- Creates content that aligns with Strategic Briefs and business/fundraising goals
- Helps segment audiences and tailor communications
- Writes and schedules social media posts that will breed awareness and engagement
- Willing and able to learn Salesforce Account Engagement email automation platform and work with external partners to optimize results
- Helps define, capture, and merchandise measurement metrics/results
- Writing and editing assignments include email marketing and newsletters, direct mail campaigns, collateral, scripts, national fundraising campaigns, website copy, PPTs, advertising, press releases, and other materials

Plays an active role in developing, managing and executing fundraising communications and initiatives

- Chief day-to-day contact with NPH International communications department to identify and obtain necessary content assets
- Chief liaison with St. Damien Pediatric Hospital in Haiti fundraising team to help develop and integrate content in year-long plan
- Serve as an integral, dependable Marketing colleague—contributing to collective success
- Be a leader in helping promote stories and materials that will spur positive response among donors and respective donors
- Stays abreast of industry best practices and proactively proposes ideas to achieve strategic goals

### **Ideal Qualifications:**

- Possesses excellent written and interpersonal skills—is a proactive, appropriate, and clear communicator
- Relentless seeker of information and best practices
- Asks questions and proposes solutions
- Motivates others to contribute to department's and organization's success
- Strong project management skills with the ability to manage multiple projects simultaneously
- Experience working on digital, social, and direct campaigns
- Strong detail-orientation with the ability to take in the larger strategic picture

- Able to work effectively and confidently across departments and at all management levels (internally and externally)
- Desire minimum of 3 years of fulltime relevant experience, with proven donor engagement experience

**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.