



Raising Children. Supporting Families. Transforming Lives.

Employment Opportunity

POSITION: Donor Relations Event Specialist (temp)
LOCATION: Milwaukee, WI area (remote)
REPORTS TO: Donor Relations Manager
COMPENSATION: Competitive; Commensurate with experience

Organization Profile

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 9,000 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. If you are looking to make a dramatic impact in the life of a child, this is the job for you. <https://nphusa.org/impact/>

NPH USA is headquartered in Chicago, with fundraising offices in three different areas covering the West and South, 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 American 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 NPHI • 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 temporary event specialists’ primary role is to support fundraising efforts across the Midwest Area (September – November 2024). Under the oversight of the Area Donor Relations Manager, the donor relations event specialist will provide administrative/event sustenance to support the Midwest team. The donor relations event specialist will play a key role in overseeing event planning, recruitment and management of event volunteers, and develop fundraising skills to support the key strategic initiatives to cultivate, retain, and steward donors.

Your Impact & Contributions

A. Event Support / Follow-up (65%)

- Identify, create, and outline project plan and manage details to support the Midwest area business plan
- Liaison with vendors, venues, businesses, churches, event services, speakers, photographers etc.
- Plan, facilitate, and manage logistics, contracts, guest lists, presentations, speakers, catering, equipment, décor, signage, venue preparation, volunteers, event setup, takedown, and follow up details
- Properly manage event budgets, submit timely vendor payments and complete expense reports
- Locate resources and reach out to local businesses for donations
- Oversee donor experiences from conception through post-event review and ensure a high level of service throughout all phases of the event to ensure donor satisfaction
- Generate event marketing collateral in an effective manner to recruit, register and secure attendance
- Travel in-person for all Midwest area fundraising events to troubleshoot any issues and serve as an on-site event lead to execute effective fundraising events
- Contribute to brainstorming, consistently monitoring competitive landscape and event marketing trends to make effective recommendations to increase fundraising results

B. Administrative/Assist with the management of event software and/or Salesforce databases (25%)

- Enter and manage donor interactions in the donor database/event software
- Manage event solicitations
- Assist in event documentation and donor stewardship

C. Other tasks as assigned by supervisor (10%)

- Responsible for supporting the Midwest team with administrative duties as assigned by supervisor
- Oversee recruitment and management of event volunteers

Ideal Qualifications

- Minimum of 2-years proven event planning/sales/fundraising/customer service experience and coordination
- Demonstrated customer service skills with exceptional relationship management skills and an ability to collaborate with staff and work with peers to accomplish team goals
- Ability to work proactively and self-motivated with organizational skills to develop a project plan and see it through to completion, accomplishing goals and with proficiency to assess the project wins/losses/challenges/improvements
- Ability to work independently to plan activities, manage schedules and project management to attain deadlines, meet goals and revenue responsibilities
- Ability to work under pressure, handle sensitive and confidential information professionally and make good decisions quickly
- Strong interpersonal, written, digital, and verbal communication skills
- Proven successful time management, attention to detail, excellent follow-up, analytical, and quantitative skills
- Ability to problem solve and continually improve procedures to keep data and documents simple and efficient
- Creativity and ability to design materials for the team/events as needed

Requirements

- Bachelor's degree preferred and/or equivalent experience
- Proficient understanding of Microsoft Office, Mail Merge, e-mail, digital and internet skills
- Access to the internet and ability to work remotely
- Must be willing to work a flexible schedule to support scheduled calendar events during evenings/weekends and travel locally and internationally as required
- Driver's license and access to a car with an ability to commute to venues/vendors/storage within the Midwest area as defined by NPH USA (fundraising offices in Chicago, IL and Minneapolis, MN; supervisor in Milwaukee, WI; donors across 14 Midwest states)

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.