



Job Posting

POSITION: Officer, Individual Giving
LOCATION: Minneapolis, MN (Hybrid)
REPORTS TO: Director of Donor Relations
COMPENSATION: \$70,000-80,000
UPDATED: June 12, 2025

ABOUT US:

Nuestros Pequeños Hermanos (NPH) means "Our Little Brothers and Sisters" in Spanish. NPH 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 in Haiti is the only pediatric medical facility in the entire nation of 11.5 million people, employing more than 500 Haitians and serving thousands of children and expectant mothers each year.

NPH USA, a fundraising organization for NPH International, is headquartered in Chicago with fundraising offices in three areas covering the West and South; Midwest; and East Coast. NPH International is headquartered in Mexico, with other 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 NPHI
- Financial Sustainability and Accountability

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

Benefits

At NPH USA, we're deeply committed to both our mission and the people who help drive it forward. Our benefits plan is designed to support and empower our dedicated team with competitive offerings, including comprehensive medical, dental, and vision packages. We also provide cell phone reimbursement, life insurance, and a 403b plan with a generous company match to help you plan for the future.

We believe in the importance of work-life balance, which is why we offer a generous paid time-off program to help you recharge and thrive. At NPH USA we're fostering a community of passionate individuals who are supported, valued, and equipped to make an impact.

Position Summary:

The Officer, Individual Giving primary role is to increase giving from existing donors and secure giving from new donors to support the mission of NPH International. This position also works with the area board members in support of fundraising activities. The Officer, Individual Giving supports the team with a variety of fundraising events, strategic trips to NPH homes and assists in coordinating visits to our NPH homes in support of fundraising activities.

The Officer, Individual Giving must live in the Minneapolis metropolitan area and will engage in fundraising activities across the Midwest.

Key Priorities & Responsibilities:

Under the guidance and direction of the Director of 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.
- Manage a diverse portfolio of 225 donors and prospects, cultivating relationships to meet and exceed fundraising targets
- Create and implement monthly strategies for prospects/donors in portfolio
- Cultivate relationships and solicit new and renewed gifts from investors capable of making annual/major/planned gifts within \$1,000-\$9,999 utilizing the moves-management process
- Travel throughout assigned region to make prospect and donor exploratory, cultivation, solicitation and stewardship visits
- Visit assigned prospects/donors each calendar year in accordance with fundraising metrics by conducting a minimum of ten monthly meetings including ten solicitations with prospects/donors to discuss their financial support to NPH utilizing all resources necessary to be donor-centered in order to advance the donor
- Create opportunities to speak about and tell the story of NPH at various organizations
- 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

- 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 the donor database
- 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
- Move potential donors in a timely fashion towards solicitation and closure
- Develop meaningful opportunities for stewarding donors
- Develop and build greater regional awareness serving as a resource to individuals, communities and organizations to strengthen solicitation opportunities
- Achieve metrics and annual fundraising goals
- Support regional fundraising staff in the development of building their donor pipeline
- Work with volunteers to assist in engaging and cultivating donors as appropriate
- Attend NPH events, as required and/or as requested
- Travel domestically to engage donors and prospects; coordinate and lead international donor trips
- Execute other duties and meeting responsibilities as assigned

Ideal Experience and Personal Characteristics

- Five or more years of successful nonprofit fundraising experience in annual/major/planned gift solicitation and portfolio management
- A proven record of soliciting and securing leadership gifts
- A demonstrated ability to drive innovation, change, and growth with a consistent track record of creating and executing effective fundraising strategies for diverse revenue streams
- 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, Master's preferred
- Spanish fluency and International experience preferred

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.