



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

## Employment Opportunity

**Position:** Donor Relations Manager  
**Location:** Minneapolis, MN (Hybrid)  
**Compensation:** \$55,000-\$60,000  
**Reports to:** Director of Donor Relations

### **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 9,000 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 Northwest; 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

### **Position Summary:**

The Donor Relations Manager plays a pivotal role in advancing the mission of NPH and is **driven by a passion for NPH USA's mission**. This role requires a **team-oriented approach, valuing the unique contributions of every team member**. The Donor Relations Manager builds and nurtures meaningful relationships with individual donors, prospects, and community partners. This position is responsible for strategically growing annual giving within an assigned portfolio and geographic region, with a focus on securing gifts of \$1,000 and above. Through thoughtful engagement, personalized stewardship, and proactive outreach, the Donor Relations Manager will inspire philanthropic support and deepen donor commitment. The ideal candidate is a passionate and results-driven professional who thrives on connecting people to purpose, and who brings creativity, initiative, and a collaborative spirit to all aspects of donor engagement and fundraising strategy.

### **Key Priorities & Responsibilities:**

Under the guidance and direction of the Director of Donor Relations and Senior Donor Relations Officer, this donor relations position will support local development strategy in the following ways:

- Grow the annual giving of the assigned donor portfolio and local market in alignment with established fundraising goals
- Manage a portfolio of donors and prospects and be responsible for the identification, qualification, cultivation, solicitation and stewardship of supporters
- Cultivate and steward relationships with supporters, leveraging moves-management strategies to secure new and renewed gifts of \$1,000 and above
- Identify and research potential donors, developing engagement strategies to cultivate and secure new support
- Travel within the assigned region to conduct exploratory, cultivation, solicitation, and stewardship visits with prospects and donors
- Develop and execute strategies to increase awareness of NPH by actively engaging service organizations, educational institutions, faith communities, businesses, and other key community partners
- Identify and create speaking opportunities to share the mission and impact of NPH with diverse audiences across community organizations
- Develop and manage volunteer committees within partner organizations to integrate NPH into their philanthropic and community engagement efforts
- Support the development of an annual regional strategy for fundraising and awareness events, including setting measurable fundraising and donor engagement goals
- Engage local advisory board to advance fundraising strategies and accelerate local market development
- Plan and lead donor trips to NPH program sites, ensuring each is guided by clear fundraising goals and engagement strategies
- Participate in the post-event/trip communication process (i.e. thank you notes, calls, emails, etc.) and conduct purposeful and timely follow-up with appropriate event attendees/trip participants
- Support and attend NPH events, as required and/or as requested
- Maintain accurate and timely records of all donor and prospect interactions within the donor database
- Execute other duties and meeting responsibilities as assigned, which may include cross-functional collaboration

### **Ideal Experience and Personal Characteristics:**

- Bachelor's degree required
- Two or more years of successful nonprofit fundraising experience with annual gift solicitation and portfolio management
- A detail-oriented team collaborator who can translate strategy into results and displays a proven record of soliciting and securing annual gifts
- 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
- Proven experience scheduling and facilitating meetings with donors and staff across various formats, including in-person, virtual, and phone settings
- 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
- Must be able and willing to travel locally and internationally
- Driver's License and reliable personal transportation required

**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.