



## Employment Opportunity

**POSITION:** Senior Donor Relations Officer  
**LOCATION:** Remote; Located in Southern Florida  
**REPORTS TO:** President & CEO  
**COMPENSATION:** \$70,000-\$80,000

### **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 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 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 regional fundraising offices across the US. NPH International is headquartered in Mexico, with other fundraising offices across Europe and the Americas.

### **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
- 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

## **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 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 foster a community of passionate individuals who are supported, valued, and equipped to make an impact.

## **POSITION SUMMARY:**

The Senior Donor Relations Officer is responsible for managing and growing a portfolio of individual and institutional donors in the region to support NPH International's mission. This role leads regional fundraising strategies, donor engagement efforts, and donor trips to NPH program sites. It includes direct supervision of the Donor Relations Manager and collaboration with regional advisory board members, executive leadership, NPH partners, and volunteers.

Key responsibilities include cultivating new and existing donor relationships, executing moves management strategies, supporting fundraising events, and ensuring accurate donor data management. Regular regional travel and occasional international travel are required. mission drive organization.

## **PRIORITIES AND RESPONSIBILITIES**

The Senior Donor Relations Officer will:

- 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, cultivation, solicitation and stewardship of these individuals, corporations, and foundations
- Drive donor engagement through a structured moves management approach, fostering strong connections with individual and institutional donors and leveraging the involvement of executive leadership and NPH network
- Cultivate and steward relationships with supporters, leveraging moves-management strategies to secure new and renewed major gifts of \$5,000 and above
- Develop and follow multi-year cultivation, solicitation and stewardship plans for each portfolio member – facilitating deeper connections between donor interests, philanthropic goals and the needs of NPH
- Identify and research potential donors, developing engagement strategies to cultivate and secure new support
- Lead the planning and execution of regional development strategies including donor outreach, events and trips to NPH program sites to maximize donor engagement and return-on-investment
- Deepen regional connection to the NPH mission by serving as a trusted resource to individuals, communities, and organizations, fostering stronger solicitation potential
- Travel within the assigned region to conduct exploratory, cultivation, solicitation, and stewardship visits with prospects and donors
- Recruit and manage a local advisory board to advance fundraising strategies and accelerate local market development
- Coordinate donor trips to NPH program sites, ensuring each is guided by clear fundraising goals and engagement strategies
- Provide leadership and mentorship to the Donor Relations Manager, driving their professional development in advancing strategic initiatives to grow and maintain the region's donor impact
- Maintain accurate and timely records of all donor and prospect interactions within the donor database
- Attend NPH events, as required and/or as requested
- Manage volunteers to assist in engaging and cultivating donors as appropriate
- Execute other duties and meeting responsibilities as assigned

## **IDEAL EXPERIENCE AND QUALIFICATIONS:**

Candidates should have the following type of experience and characteristics:

- Bachelor's degree required
- Five or more years of successful nonprofit fundraising experience with major 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
- 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
- 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). 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.