NurturePA Job Description

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<th>Director of Development</th>
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<td>President</td>
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**Job overview**

The Director is responsible for developing strategies for initial and repeat fundraising from corporate sponsors and individuals, and for implementing the strategies to secure sustainable funding.

We are looking for a self-starter in the southwestern Pennsylvania region who has strong communication skills and a friendly, warm personality. The position is full-time or part-time, does not provide healthcare benefits, and is remote (no office to report to). The candidate should have a Master's degree with three (3) years of experience in fundraising, and two (2) work-related references.

**Duties and responsibilities**

- Create and execute a development plan that focuses on corporate and individual donors with a goal of reaching or exceeding $150,000 within 18 months;
- Identify and grow our number of corporate and individual donors by establishing and sustaining external relationships;
- Implement an annual campaign including drafting letters, compiling mailings, and tracking campaign performance;
- Identify and manage an appropriate donor database that tracks potential and current donors including funding history; and,
- Along with the President, assist in managing a budget to support needed expenses including a donor database along with fundraising meetings and events.

Interested parties should contact:

Philip Keys, President        pkeys@nurturepa.org        724-413-5099

NurturePA is a 501(c)3 nonprofit organization that connects perinatal moms with trained mentors via a text messaging platform, the Nurture® Program, to support moms and promote good parenting. The program is funded through a contract with Allegheny County in conjunction with funding from local foundations. For additional information about NurturePA, please visit our website:  www.nurturepa.org