

NurturePA Job Description

Job title	<i>Director of Development</i>
Reports to	<i>President</i>
Pay Rate	<i>\$45/hour</i>

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 with strong communication skills and a friendly, warm personality. The position is part-time (25 to 30 hours a week without benefits) and 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 \$200,000 within the first year;
- 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;
- Organize and maintain an annual calendar of foundation grant steps and timelines including steps to follow up on proposals; and,
- Along with the President, assist in:
 - Developing strategies and grant proposals for local foundations, and preparing required reports; and,
 - 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