



## Job Posting – Development Officer- Donor Relations

Full Time, Benefits Eligible

### About Person to Person

Established in 1968, Person to Person (“P2P” – [www.p2phelps.org](http://www.p2phelps.org)) is a community-supported agency that provides assistance to individuals and families as they move toward economic stability. The vision that guides P2P’s work is “educated, financially stable and hunger-free homes for all.” With a financial budget of approximately \$5MM, an additional \$10MM in annual “in-kind” donations, and over 75,000 volunteer hours donated annually, P2P is a well-established and innovative agency. More than 90% of all donations go directly to programs, which include three food pantries including a mobile food pantry (*P2P on Wheels*), a clothing center, a Financial Opportunity Center™ and counseling for a client’s situational crisis, summer camperships for children, and college and vocational scholarship aid to students seeking to change the trajectory of the next generation.

### Position Summary

The Development Officer - Donor Relations supports the mission of P2P by establishing new and deepening existing relationships to advance the fundraising activities that support the programs and mission of the organization. The position reports to the Chief Philanthropy Officer.

### Requirements & Qualifications

#### Fundraising:

- Working within the Development Team of five (5) staff, help implement P2P’s annual Fundraising Plan
- Support fundraising initiatives and campaigns, including but not limited to:
  - Create and manage traditional and digital fundraising campaigns in collaboration with the Director of Marketing & Communications, including the annual appeal, additional specialized appeals, giving days and special initiatives;
  - Build peer-to-peer campaigns, including creating strategy, designing campaigns, maintaining donor engagement and prioritizing recognition.
  - Promote and support community fundraising campaigns, serving as the point of contact for third party fundraisers and taking all steps needed to maximize the success of the campaigns;
  - Grow monthly giving and other affinity giving programs;
  - Work with Chief Philanthropy Officer to deepen corporate partnerships;
  - Utilize fundraising platforms and technology including Salesforce, Classy and GiveSmart.

#### Donor Relations:

- Support the donor relations activity and communications of the team, including:
  - Produce monthly stewardship call lists for CEO, Chief Philanthropy Officer, and Development Committee, as well as confidential individual profiles for use in calls to donors;

- Develop and maintain a stewardship pipeline and timeline for annual reporting, events and impact reports for donors;
- Prepare and provide donors with regular reports and updates;
- Utilize the Salesforce database to track and manage stewardship activities.
- Implement donor engagement and recognition strategies, including coordinating and leading tours, donor drop-in visits and donor appreciation events;
- Work with the volunteer management team to recognize and acknowledge volunteers who also are financial donors;

#### **Event Management:**

- Work with the Development team, Board of Directors and volunteers to plan and execute all aspects of at least two (2) signature fundraising events per year with revenue goals of \$175,000 - \$250,000 each;
- Act as liaison with OPUS for Person to Person, an all-volunteer women's philanthropy arm of P2P with a mission to raise awareness and funds for P2P, on fundraising events and donor support;
- Plan and execute donor engagement and recognition events.

#### **Skills & Requirements:**

- Requires minimum of 3 years of non-profit fundraising experience, or equivalent experience in marketing, event planning or customer relations;
- Commitment to the Mission and Vision of P2P and to the community being served;
- Ability to prioritize and openly champion diversity, equity and inclusivity in all aspects of P2P's operations;
- Solid educational background; Bachelor's degree preferred;
- Self-motivated, responsible and accountable, ability to work unsupervised; must enjoy working with others on a team;
- Organized, detail-oriented and able to manage multiple deadlines in a fast-paced environment;
- Contribute to a neat and orderly workplace;
- Proactive approach to problem solving with strong decision-making skills;
- High ethical standards, comfort dealing with confidential information;
- Flexibility and energy to work some evenings and weekends;
- Excellent communication skills, both oral and written;
- English language proficiency; additional languages not required, but a plus;
- Willingness to learn new skills and work on different and evolving projects;
- Possess warmth, sense of humor, honesty and compassion;

Person to Person offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary range for this position is \$60,000 – 70,000 per year, based on experience. Benefits include health, dental, vision, 403(b) retirement, life and disability insurance, FSA, AFLAC and generous paid time off. This position is eligible for a hybrid work schedule.

Person to Person is committed to creating a diverse environment. We believe that a commitment to diversity, equity and inclusion provides the best environment, experience and services for everyone, and especially the P2P Community.

Please submit your resume, along with a thoughtful cover letter to [jobs@p2phelps.org](mailto:jobs@p2phelps.org) Attn: Lauren Franciamore, Chief Programs and Human Resources Officer. Kindly note that resumes without a cover letter will not be reviewed. No telephone calls, please.

Person to Person is an Equal Opportunity Employer.