

Position: Major Gifts Officer & EITC Specialist

Status: Part-Time (25 hours a week, flexible schedule)

Salary: \$40,000-\$50,000

Location: Greater Philadelphia Area. This position offers remote work.

Application Deadline: Applications will be reviewed on a rolling basis. For consideration, please submit *Cover Letter* and *Resume* to Alex Hansen, Executive Director, at admin@thefriendscollaborative.org.

Organization Overview:

The Friends Collaborative (TFC) is an association of Pennsylvania Friends schools providing need-based scholarships through the Pennsylvania Educational Improvement Tax Credit (EITC) program. Our mission is to increase accessibility and affordability of Quaker education for all families. We are affiliated with and operate under the sponsorship of The Friends Council on Education.

Summary of Principal Responsibilities:

The Major Gifts Officer will play a critical role in increasing donor support and act as an ambassador for The Friends Collaborative across the state of Pennsylvania. Their primary responsibility will be to create and execute a comprehensive and sustainable sales strategy centered on developing engaged corporate and individual participants, while also expanding visibility and awareness of our mission and the Pennsylvania EITC program.

Candidates will be expected to focus their attention on advancing relationship-building efforts to effectively solicit and steward fundraising participants. The candidate will primarily be responsible for the prospect research, cultivation, and development required to identify and attract donors to both formalize and grow the organization's base of support. The ideal candidate will be skilled in relationship management and act both strategically and proactively to advance the organization's mission. They will play a central role in employing and developing the marketing and communications tools required to drive acquisition and retention success.

In a manner consistent with Quaker values and the mission of The Collaborative, the Major Gifts Officer will collaborate effectively with a diverse group of stakeholders, and report directly to the Executive Director.

Essential Functions/Responsibilities include the following:

- Grow and support the sales and fundraising efforts of The Friends Collaborative
- Create and implement an annual development plan
- Establish and actualize goals and tactics using the donor cultivation cycle of prospect identification and qualification, cultivation, solicitation, and stewardship
- Maintain and deepen current customer participation and community relationships, ensuring timely communication and stewardship
- Conduct research on potential donors and develop a viable and reliable prospect solicitation list for actionable sales and fundraising efforts
- Expand beyond current funding sources and initiate new sustainable relationships for business opportunities

- Monitor and evaluate the effectiveness of ongoing outreach, fundraising progress, and stewardship practices
- Conduct qualitative and quantitative research to determine and employ effective strategic tactics
- Utilize software tools to track donor information and manage fundraising efforts
- Gather market and customer information to determine customers' needs
- Create and implement a comprehensive annual communications plan
- Design and generate compelling and impactful marketing material
- Educate the community about PA's EITC program and The Collaborative's subsequent role
- Enhance the awareness and visibility of The Collaborative and the impact of their tax credit initiatives
- Establish and maintain accurate records and resources

Preferred Experience:

- Bachelor's degree in a relevant field (e.g., nonprofit management, business, communications)
- Previous experience in direct sales and/ or non-profit fundraising
- Proven success with relationship development
- Ability to identify potential funding sources and deliver results
- Excellent listening, negotiation and relationship management skills
- Exceptional written and verbal communication skills.
- Absolute attentiveness to detail and accuracy
- Self-motivated, independent, and driven by targets
- Ability to multitask and work productively in a fast-paced environment
- Ability to act with sensitivity and discretion while working with confidential information.
- Experience with independent schools and education systems
- Understanding of Quaker organizations
- Experience with the Pennsylvania philanthropic community is a plus
- Experience with PA state tax credit programs

Non-Discrimination:

Guided by our Quaker values and the knowledge that we are strengthened by the rich diversity of our community, The Collaborative is dedicated to promoting diversity, equity and inclusion and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Anyone requiring accommodations in order to fill out the application or to participate in the application process should notify Alex Hansen at admin@thefriendscollaborative.org.