



Job Description Individual Gifts Officer

As champions of transparency and open government, NPP's mission is to make federal budget information relevant, accessible, interactive, and fun, so that a diverse range of voices are reflected in our nation's revenue and spending decisions. We work to ensure the integrity of our democracy by building public engagement with the federal budgeting process – which has a direct correlation to national policy and programs that affect us all on a very real, day-to-day basis. Learn more about us at www.nationalpriorities.org.

NPP is a national organization based in beautiful western Massachusetts. At NPP, you'll have the autonomy to help us grow to meet the opportunity and challenge of these times in a flexible, casual, and supportive work environment. We are a welcoming, open, and inclusive workplace reflective of our organizational values around respect, diversity, and equality.

The Individual Gifts Officer works closely with the Foundation Relations and Communications Officer, the Executive Director, and the Development Committee (made up of board, staff, and volunteers) to develop and implement strategies for achieving annual and long-range individual donor revenue goals for the organization, with a focus on reaching new individual donors outside western Massachusetts, and maintaining and deepening relationships with current donors.

PRIMARY DUTIES

Donor Management and Prospecting

1. Work in partnership with the Executive Director to research, identify, cultivate, solicit and steward individual donors
2. Help devise and implement best strategies for significantly expanding NPP's funding base at the national level
3. Plan, monitor and meet annual and long-range individual donor revenue projections
4. Conduct database/gift analyses to report on fundraising campaigns and appeals
5. Assist the organization in meeting annual and long-range fundraising goals

Donor Events and Communications

1. Coordinate fundraising events, such as local and national house parties, donor cultivation and appreciation events, and annual events
2. Assist with creation of development materials, including e-blasts, appeal letters, the annual report, donor updates, case for support materials and web pages, as appropriate.
3. Coordinate annual appeal and event mailings and other administrative tasks, as needed

Development Operations

1. Responsible for gift processing, donor record keeping, and thanking donors in a timely manner
2. Responsible for maintaining constituent management database
3. Supervise administrative/database support staff, work study students, interns and/or volunteers
4. Perform other related duties as needed

QUALIFICATIONS

Required

1. Bachelor's Degree
2. A minimum of three years fundraising experience
3. Excellent written and verbal communication skills
4. Well organized, detail-oriented, and a proactive problem solver
5. Solid computer literacy and skill in using the internet for research
6. Strong interpersonal skills and comfort working with a diverse range of colleagues, donors and stakeholders
7. Ability to convey NPP's mission and the importance of NPP to donors/potential donors
8. Effective at balancing multiple tasks and meeting deadlines
9. Experience using constituent management software
10. Ability to successfully recruit and supervise volunteers
11. Comfortable working independently and in a team environment
12. Ability to travel

Preferred

1. Experience with prospect research
2. Experience with generating major gifts revenue
3. Experience with national fundraising
4. Familiarity with Convio Common Ground and Constant Contact
5. Experience in building a membership organization
6. Experience in developing earned income

REPORTING AND SUPERVISION

The Individual Gifts Officer reports to the Executive Director and may supervise staff, student interns or volunteers.

SALARY AND BENEFITS

Salary for this full-time, exempt position is commensurate with the successful candidate's professional experience. We offer a competitive benefits package that includes health/dental insurance and generous paid time off.

LOCATION

Northampton, MA

APPLICATION

Send cover letter and resume to NPP Director of Administration & Finance, kris@nationalpriorities.org or 243 King Street #109, Northampton, MA 01060

NPP is an EO/AAA employer and committed to a diverse and multicultural staff.