

Planned Parenthood of Southern New England

Donor Relations Officer New Haven, CT

Care. No Matter What.

We are Planned Parenthood of Southern New England, one of the region's largest and most trusted providers of reproductive health care. We are recognized for the wide array of services we provide, the outstanding sexual health education we deliver, and our strong commitment to social justice. **Working for Planned Parenthood is more than a job; it's being a part of a powerful movement.** Together, we'll take pride in shaping the future of sexual health and reproductive rights for all people.

Position Summary:

The Donor Relations Officer is Responsible for soliciting and managing a major gift portfolio of at least 100 donors and prospects to meet the diverse financial goals of Planned Parenthood of Southern New England (PPSNE). This position will also focus on entry and mid-level donors (\$500-\$4,999) across Rhode Island and Connecticut. Comfortable with a multi-faceted ask to include annual fund, PPVotes!CT, PPVotes!CT PAC, and other giving campaigns when necessary. Works with volunteers and PPSNE staff to achieve goals and increase donor engagement. Spends at least 50% of time interacting and meeting "face-to-face" with donors and prospects.

Essential Functions:

1. Actively solicits major donors for annual fund, PPVotes!CT, PPVotes!CT PAC support through personal contact, building ongoing and long-term relationships and encouraging major donors to increase their giving.
2. Manages the segmentation of and communication to the mid-level donor group in order to qualify them and increase their giving.
3. Partners with members of the Development team to execute events related to donor stewardship, affinity groups, and directs initiatives related to these groups. Works with event volunteers to increase financial support.
4. Develops and maintains relationships with development volunteers, who actively seek support from existing donors and help PPSNE identify new donors.
5. Develops and routinely monitors an annual plan and implementation strategy for the Major Gifts program within the position's portfolio.
6. Manages major donor projects, routinely tracks all activities with assigned donors, prospects and volunteers using automated tools. Coordinates with other development efforts such as special events, to ensure that all contacts with donors are seamless, in accordance with their preferences, non-duplicative, and consistent with the Annual Plans for the Development department, Major Gifts program, and PPSNE.
7. Researches, prepares and writes a variety of messages used to inform and attract donors around specific issues and/or giving opportunities. These may range from formal funding letters to personalized notes of appreciation. Consults as needed for message content, tone and appropriate quotes (Examples: Public Affairs, Education, Clinical Services and Planning departments).

8. Supports the agency's mission and all of the reproductive health services offered including family planning services, women's health screenings, testing and treatment of STI's, birth control methods and abortion services
9. Support efforts of the agency's diversity program to provide services that are culturally and linguistically competent; take initiative to develop own awareness and knowledge of diversity matters

Qualifications:

- Bachelor's degree in marketing, communication, liberal arts or related field. Comparable experience may be considered
- 3 – 5 years' experience in campaign and/or major gift fundraising, or high-level customer service. At least 2 years of experience working with volunteers responsible for gift solicitation or high-end customers preferred
- Willingness to travel with reliable transportation.
- Ability to "close the deal" on major gifts solicitations using superb relationship-building and negotiation skills
- Proven track record of success in sustaining and increasing financial support from managed prospects or sales portfolio. Aptitude to inspire donors to contribute to Planned Parenthood's political entities and building campaigns
- Driven to create and achieve financial and fundraising goals, while maintaining the flexibility to adjust goals to meet the needs of the agency
- Comfortable interacting with and cultivating significant donations from persons who have the financial assets to make major and transformational gifts
- Excellent communication skills; ability to assess the interests of various audiences and communicate ideas in person or in writing in a clear and articulate manner
- Ability to handle discreet, confidential information
- Aptitude for computer-based project management software programs. Previous experience with fundraising or project management software programs preferred, especially Raiser's Edge

PPSNE is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. **We are committed to building an inclusive workplace that values diversity and inclusion and reflects the diversity of our communities and patients. We strongly encourage people of color and members of the LGBTQ community to apply.**

PPSNE offers a comprehensive benefit package which includes; Health, dental and vision insurance, retirement savings, tuition reimbursement, generous paid time off, a flexible spending account, wellness program and more.

Please send a cover letter and a resume to:

Email: hr@ppsne.org

Fax: 1-866-948-1518

Apply Online: www.ppsne.org/jobs