Carolinas Philanthropy Officer
Philanthropy
Nurse-Family Partnership
National Service Office
(Exempt)

Mission
Nurse-Family Partnership positively transforms the lives of vulnerable babies, mothers and families.

Vision
A future where all children are healthy, families thrive, communities prosper, and the cycle of poverty is broken.

About Nurse-Family Partnership
Nurse-Family Partnership empowers first-time moms living in poverty to transform their lives and create better futures for themselves and their children. Over more than three decades, research consistently has proven that Nurse-Family Partnership succeeds at its most important goals: healthier pregnancies, improved child development outcomes, and greater economic mobility for poor families. Nurse-Family Partnership pairs specially trained nurses with first-time moms starting early in pregnancy and continuing through the child’s second birthday. The National Service Office for Nurse-Family Partnership is a non-profit organization that, together with local partners, delivers the program in communities across the country. Learn more about our work in North Carolina and South Carolina.

Position Description
As a member of the National Service Office’s philanthropy team, the Carolinas Philanthropy Officer will support the fundraising goals for Nurse-Family Partnership nationally and contribute to the success of the organization’s ambitious seven-year scaling plan. More specifically, the position is responsible for planning and implementing strategies to build a diverse constituency of support within the state, including donors and volunteers. The Carolinas Philanthropy Officer is part of a national fundraising team and will work closely with the North and South Carolina program teams.

Success will require a seasoned fundraiser and capable leader adept at building and sustaining fundraising efforts in new philanthropic markets across the Carolinas, and one who can build and leverage the assets of the organization to benefit its work in both states. The successful candidate will perform well under pressure and in a dynamic environment as part of a maturing fundraising program, and be excited to contribute to a growing national organization striving to serve more vulnerable families across the country. This position will be based in the greater Charlotte metropolitan area, but other locations in the state may be considered as needed.
Essential Duties & Responsibilities

50% **Portfolio Management** – Manage a diverse portfolio of prospects and donors (numbering no more than 150), including individuals, foundations, family foundations and corporations, to realize annual fundraising goals identified for this position. Identify prospects and develop effective strategies for cultivation, solicitation, and stewardship of gifts to support both local and national impact. Conduct substantive contacts and visits with prospects and donors with a heavy emphasis on discovery to build a major gift prospect pipeline. Coordinate team members, including State Executive Director, and volunteers as natural partners in cultivating donor relationships. Solicit and close major gifts. Produce proposals, reports, case statements, and stewardship materials as needed. Coordinate and implement donor stewardship and recognition. Maintain donor records and track activity in database.

20% **Program Development and Oversight** – Initiate and develop a robust and sustainable fundraising program in the Carolinas to support the organization’s work and brand in the state, as well as maximizing the philanthropic potential of the state for the organization. Create multi-year plan with metrics to create accountability toward shared goals.

20% **Volunteer Engagement** – Provide leadership, coordination and strategic guidance for formal and informal volunteer engagement at the community and state levels, including working closely with the State Executive Director on the State Advisory Board. Ensure timely updates and meaningful engagement of volunteers. Support education and training in response to needs and priorities. Model and apply best practices for the engagement of volunteers.

10% **Events & Communications** – Develop strategies to raise the visibility and promote the brand of Nurse-Family Partnership in the Carolinas. Coordinate cultivation and stewardship materials for the Carolinas, including regional stewardship reports, local programmatic gift opportunities, and geographically-based content for other communication channels as requested. Conceive of and/or facilitate local and regional events. Arrange home and site visits for prospects, donors, volunteers and other influential actors in the region.

Knowledge, Skills & Experience

- A minimum seven years of fundraising experience, including substantial experience with direct solicitations and major gifts is required.
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- Minimum of a Bachelor’s degree or equivalent experience required.
- Knowledge of and experience with philanthropic communities in North and South Carolina.
- Proven experience successfully conducting face-to-face meetings with and solicitations from prospective major donors is required.
- Experience writing grant proposals, letters, reports and other fund raising materials and proven ability to present persuasive, engaging arguments for support.
- Leadership in developing programs and initiating activities toward stated goals.
- A successful track record of working with high-level volunteers and senior staff.
- Demonstrated experience in meeting and exceeding fundraising goals.
- Proficiency with fundraising database programs.
- Computer proficiency with various Microsoft Office applications (Word, Excel, PowerPoint).
- Self-motivated; demonstrated creativity and problem-solving skills and ability to perform successfully without regular supervision.
- Excellent oral and written communication skills, organizational skills, ability to multi-task, meet multiple deadlines, and excellent attention to detail.
- Demonstrated ability to function effectively as a member of a team, ensuring close coordination and integration with other staff members.
- Ethical compliance with fundraising best practices, as defined by the Association for Fundraising Professionals.
- High integrity and commitment to personal and professional excellence.
- Commitment to Nurse-Family Partnership’s mission.
- Ability to travel approximately 40 percent of the time.

Supervisory Responsibilities
This position reports to the Director of Regional Philanthropy and does not have any direct reports.

Core Organizational Values
- Be tenacious caregivers by bringing passion and excellence to our nursing practice and professional services
- Actively listen to and persistently serve our families and our implementation network
- Provide leadership in the field of evidence-based and home visitation programs
- Seek and find solutions
- Innovate and stay relevant
Translate and enhance the science of pregnancy, brain and early childhood development to serve vulnerable babies and families

Respect and honor differences in race, ethnicity, religion, sex, national origin, disability, age, sexual orientation, gender identity and veteran status

Be respectful, collaborative and tenacious in all of our interactions with each other and on behalf of our families and implementation network

Do more with less

To learn more about NFP and the National Service Office, please visit: www.nursefamilypartnership.org

Interested applicants should submit a cover letter and resume on the Nurse-Family Partnership Careers Page: National Service Office Job Openings.

EOE F/M/D/V

Equal Employment Opportunity / Affirmative Action Statement

Nurse-Family Partnership is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, sexual orientation, disability, genetic information, military or veteran status, or any other applicable status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers and non-employees such as customers, clients, vendors and consultants. This policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.

Nurse-Family Partnership shall take affirmative action to ensure applicants and employees are treated without regard to race, religion, color, age, marital status, disability, sex or national origin in all employment actions including, but not limited to recruiting and selection; promotions; demotions and transfers; rates of pay and other forms of compensation; selection for company sponsored training; and layoffs or other terminations of employment.

NFP will make reasonable accommodations for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to NFP or cause direct threat to health or safety.