

Texas Philanthropy Officer Fund Development

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.

Position Description

As a member of the philanthropy team, the Texas Philanthropy Officer will support the fundraising goals of the National Service Office for Nurse-Family Partnership and contribute to the success of the organization's multi-year Vision to Scale Plan. More specifically, the position is responsible for planning and implementing strategies to build a diverse constituency of support within the state for the organization both nationally and locally. The geographic focus for the position is on the state of Texas. The Texas Philanthropy Officer works closely with the Texas program and Fund Development teams and reports to the Director of Regional Development.

Success will require a seasoned fundraiser and capable leader adept at building and sustaining fundraising efforts in new philanthropic markets, who performs well under pressure and in a dynamic environment as part of a maturing fundraising program, and is excited to contribute to an aggressive plan at a growing national organization. This position will be based in the greater Dallas metropolitan area.

Essential Duties & Responsibilities

70% *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 the 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 recognition. Maintain donor records and track activity in fundraising database.

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- 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 Directors on the State Leadership Boards in Texas. Ensure timely philanthropy updates to volunteers and requests for assistance meeting goals are made as needed. Support education and training to key partners, such as team partners and volunteer leadership in response to needs and priorities. Help ensure the organization models and applies best practices in the engagement of volunteers.
- 10% *Events & Communications* – Develop strategies to attract new major donors and raise visibility of Nurse-Family Partnership in Texas. Coordinate cultivation and stewardship materials for Texas, including regional stewardship reports, local programmatic gift opportunities, and geographically-based content for other collateral 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 five years of fundraising experience, including substantial experience with direct solicitations and major gifts is required.
- Minimum of a Bachelor's degree or equivalent experience required.
- Knowledge of and experience with philanthropic community in Texas.
- 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.
- Proven ability to present persuasive, engaging arguments for support.
- A successful track record of working with high-level volunteers and senior staff
- Demonstrated experience in meeting and exceed fundraising goals.
- Demonstrated experience and proficiency using 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.

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- 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 Development 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

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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.