



POSITION ANNOUNCEMENT

Date of Notice: July 27th, 2023
Name of Position: Development Specialist
Respond to: Pathfinders
4200 North Holton St, STE 400
Milwaukee, WI 53212

Closing Date: When filled
Status: Fulltime
Contact: hr@pathfindersmke.org

Job Purpose and Reporting Structure:

This position offers an exciting balance of individual giving, corporate philanthropy and event management. Under the direction of the Senior Manager of Individual Giving, the Development Specialist will execute various philanthropic strategies and initiatives to achieve success in these three focus areas.

Essential Duties and Responsibilities include the following:

- Deepen existing donor relationships with non-major-gift donors to ensure a high rate of donor retention. Steward and cultivate these donors to increase their giving by following a comprehensive donor cultivation plan.
- Lead efforts to identify new potential donors and support plans to secure annual and monthly gifts from this qualified pool of prospects.
- Coordinate all direct mail solicitations bi-annually.
- Work collaboratively with the Development & Communications team to set goals for corporate contributions and achieve corresponding budget goals.
- Identify corporate partners positioned to make philanthropic, non-grant related gift and support events through sponsorships; seek out opportunities to engage employees in fundraising activities and volunteerism in collaboration with the Donor & Volunteer Engagement Manager.
- Produce Pathfinders' special events under the direction of the Senior VP of Development & Communications (SVP) and stewardship events with guidance from the SVP and Senior Manager of Individual Giving.
- Increase donor engagement by designing and managing an array of cultivation and fundraising events throughout the year. Work with Senior Manager of Communications and SVP on key messages and event communication strategies.
- Work with vendors and event venue staff to coordinate event logistics for all development events.
- Participate in all program and agency meetings, trainings and development opportunities as necessary.
- Act as a spokesperson at public speaking events to include check presentations, outside events, informational talks, etc. as needed.
- Perform other duties as assigned to ensure organizational development initiatives are executed successfully.

Qualification Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Requires education generally equivalent to a Bachelor's Degree—an emphasis on fund development or communications preferred.
- Minimum of three years of experience in fund development and event production is required.
- Experience interacting with diverse groups including corporate and philanthropic groups, volunteers and clients.
- Must possess excellent oral and written communications skills.
- Requires strong project management skills.
- Must possess a good understanding of the organization's overall business, its objectives and financial/budgeting process.
- Previous experience using DonorPerfect or comparable database software preferred.

Additional Information

Salary of \$45,000 - \$58,000 annually, generous PTO, Health, Dental and Vision Insurance, 403b,

Response

Send letter of interest, current resume and salary expectations via email to hr@pathfindersmke.org. Please specify which position you are applying for. Organizational information can be found at www.pathfindersmke.org. No phone calls will be accepted.

An Equal Opportunity Organization

Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.