

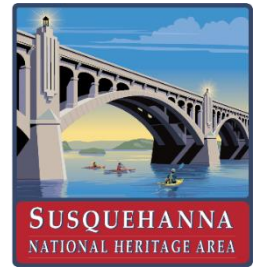
# SUSQUEHANNA NATIONAL HERITAGE AREA

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## POSITION DESCRIPTION

### COMMUNITY GIVING OFFICER

(Full-time regular employee position with benefits)



**POSITION SUMMARY:** Under direction of the Vice President of Finance & Operations and in close collaboration with the President & CEO, this position is responsible for leading community fundraising for SNHA, including relations with current and potential donors, foundations, corporations, partners, and the public. We are looking for someone with a successful track record of fundraising, marketing, or sales experience who is a collaborative problem-solver, energetic and effective communicator, excellent writer, adept at social media, and a good fit for our organizational culture. This is a full-time salaried position with benefits, supported by a part-time staff position.

### RESPONSIBILITIES

- Engage in senior-level decision-making with President & CEO, leadership team, and Board of Directors to develop and implement an annual fundraising program and goals for the organization.
- Responsible for securing \$300,000+ in private contributions annually to support SNHA operations, including fundraising events, individual donor gifts, corporate/foundation giving, sponsorships, and endowment funds.
- Oversee \$10 million+ multi-year capital campaign for SNHA's Susquehanna Discovery Center project.
- Manage Board Development Committee recruitment, meetings, activities, and communications.
- Effectively promote our mission and programs to a diverse audience of supporters and potential donors.
- Grow corporate and foundation support for the organization, including EITC gifts to fund youth programs.
- Research/solicit individual, corporate, and foundation donors through personal visits and funding proposals.
- Coordinate and strengthen relationships with new and existing donors.
- Grow and improve a high-quality database of contacts, supporters, and donors.
- Craft marketing materials and social media communications to attract, engage, and retain donors.
- Identify and engage with business and giving networks to promote our value to the community.
- Develop and manage all aspects of fundraising events focused on building private donations, including SNHA's major annual fundraising event and donor boat cruises on SNHA's historic electric tour boat.

### QUALIFICATIONS

- Minimum of 5+ years' experience in fundraising, marketing, sales, or specialized community engagement.
- Demonstrated success securing annual donor gifts to support the mission of a non-profit organization.
- Experience with major capital campaigns for non-profit development projects.
- Creativity and the ability to be a self-starter.
- Integrity, honesty, reliability, and dedication to the mission of SNHA.
- Outstanding networking and relationship-building skills.
- Ability to multi-task, prioritize workload, and meet deadlines with attention to detail and accuracy.
- Strong and persuasive public speaking and writing skills.
- Confident budgeting and financial analysis skills.
- Flexibility, professional manner, cultural sensitivity, and friendly, problem-solving personality.
- Proficiency with donor databases, payment/event software, and social media required.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) required.
- Ability to assist with general office duties, events, and programs when needed, including set-up and moving of furniture and equipment and lifting of materials of varying weights and quantities.
- Valid Pennsylvania driver's license and ability to travel using own vehicle.

### ORGANIZATIONAL EXPECTATIONS

This organization has high standards for personal behavior. We must continue to earn the trust and respect given to us by our supporters and expected from us by those we serve. We are ethical. We always strive to do

the right thing. We are respectful. We apply the Golden Rule in all our external and internal relationships. We are reliable. We can be counted on to do what we have promised. We try to exceed expectations.

### **DIVERSITY AND EQUAL OPPORTUNITY**

SNHA is committed to creating a diverse environment and is proud to be an equal-opportunity employer. We respect, encourage, and seek to enhance diversity among our staff, Board of Directors, partners, and volunteers and view such diversity as a strength. SNHA does not discriminate based on age, gender, sexual orientation, religion, national origin, marital or familial status, political beliefs, disability, race, or color.

### **EMPLOYEE BENEFITS**

Full-time, exempt employees' work schedules are generally 40 hours per week, Monday through Friday. A flexible work schedule or additional work hours may be necessary to meet the requirements of the position, which may encompass evening hours and weekend work. Full-time employee benefits include:

- 10 paid holidays, 15 personal leave days (with accrual schedule related to length of employment), and various types of unpaid leaves of absence.
- Medical and dental insurance for staff members and dependents after 60 days of employment (subject to annual review and funding.)
- Simple IRA retirement plan with 3% employer match contribution.

### **SALARY**

Commensurate with experience. Expected minimum hiring salary \$60,000-\$70,000 annually.

### **APPLICATION INSTRUCTIONS**

Submit résumé and cover letter to [info@susqnha.org](mailto:info@susqnha.org) and make sure to address all professional and personal experiences which are relevant to this position.

### **TIMELINE**

Applications will be accepted until the position is filled.