

# PREP *for* PREP

## **Development Officer, Individual Philanthropy**

**Organization Summary:** Prep for Prep is an education and leadership development program that creates ethical and effective leaders who reflect our diverse society for the benefit of all. Prep identifies New York City's most promising students of color, prepares them for success at the nation's top independent schools throughout the Northeast, and supports their academic and personal growth through college graduation. Today, over 5,000 students and alumni in the Prep for Prep Community are leaders in every field imaginable.

**The Opportunity:** Are you looking to make a measurable impact on the lives of the students and communities Prep serves? Do you like to take on complex challenges and find creative solutions? Do you consider yourself a life-long learner who has intense professional will and humility to continually advance your professional development and leadership skills? If you possess these qualities and appreciate rigorous standards, values, structures, and best practices, then you will find working at Prep to be a most fulfilling and highly rewarding experience.

Prep for Prep seeks a Development Officer, Individual Philanthropy, as an integral member of a growing team that is identifying new philanthropic sources, deepening donor relationships, and securing individual support along a continuum of giving to expand and increase support to meet organizational growth and development. Prep is known for its generous and active Board of Trustees—a gold standard in nonprofit leadership—along with its growing Associates Council, Alumni Council, highly committed Prep Alumni Community, dedicated and growing donor base, and top-flight executive leadership, administrative, and programmatic teams.

We are looking for a Development Officer, Individual Philanthropy, who can provide highest-standard service with high-impact results and can thrive as an adept and effective development professional working within a team, across the organization, and with prominent, high-profile volunteers, donors, and community stakeholders.

As part of a six-person Development team – within a 14-person External Affairs department responsible for raising \$12 million annually—the Development Officer, Individual Philanthropy, reports to the Director of Development (DOD), and works in partnership with the DOD, the Vice President for External Affairs (VP), and the Chief Executive to maintain and grow Individual Philanthropy, including annual giving, designated special project support, major gifts, planned gifts, special events, and the advancement of Board of Trustee/Associates Council relations.

### **Key Areas of Responsibility:**

- Partner with DOD, VP, Chief Executive, and members of the Board of Trustees and Associates Council to meet annual fundraising goals both through Individual Philanthropy programs and the annual Lilac Ball.
- In coordination with the DOD and VP, provide strategic direction on portfolio and moves management for all major gift donors and prospects, overseeing cultivation, solicitation, and stewardship plans for existing, lapsed, new, and prospective donors.
- Oversee moves management of both volunteer and staff solicitors to ensure consistent communication and strategic support for active and effective involvement in fundraising and donor relations, and setting metrics for tracking and outcomes analysis.
- Manage a personal portfolio of donors and prospects to build relationships and move individuals from cultivation to solicitation, including target visits, meetings, personalized outreach, invitations, touchpoint communications, solicitation, and stewardship.

- Direct all Special Appeals, overseeing staff management of vendors for print collateral, direct mail, and personalized solicitations driven by Trustees and Associates Council members.
- Drive in-house project management of annual special events, helping coordinate staff work with event firm on printed material, mailings, solicitation follow-up, event planning and execution.
- Responsible for annual program of cultivation and stewardship events, including but not limited to prospecting dinners, cocktail receptions, programs and meetings, site visits, and other engagement opportunities.
- Support the work of the Board’s Development and Nominating Committees, preparing meeting material and agendas, taking minutes, and driving next actions.
- Supervise and conduct prospect research of potential major donors, future Board and Associates Council members, and Lilac Ball Honorees and finding ways to engage them with Prep for Prep.
- Accountable for tracking revenue and expenses against budget; charting and evaluating metrics through analysis reporting; overseeing gift/pledge processing and pledge collection; exercising development/finance best practices for reconciliation and auditing.
- Able to work occasional evenings and weekends to meet objectives and staff donor/prospect events and assume other responsibilities and special projects as assigned.

**Skills, Experience, Competencies:**

- BA required with a minimum of 3-5 years or more of direct development experience in Individual Philanthropy with increasing responsibilities and goals and demonstrated fundraising results.
- Superb written, oral, and interpersonal skills, and consistently high attention to detail.
- Impeccable time management, follow-through, and flexibility in executing development programs.
- Creative, start-up, self-driven, and ideal-team-play attitude—demonstrating humility, hunger, and people smarts.
- Astute and attentive donor/volunteer service mentality, exercising discretion, and excellent judgement in handling confidential information and in alignment with organizational objectives.
- Highly organized and inspiring team player with demonstrated ability to lead projects by collaborating with and motivating team members through active commitment, accountability, and focus on results.
- Functional knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Adobe), Google Docs, and familiarity/ease with online applications for expense reporting and operational needs.
- Experience with Blackbaud’s Raiser’s Edge 7.9 and NXT or similar donor data management software preferred.
- Cultural competencies working with diverse constituents, including alumni, donors, trustees, direct program service participants, and other stakeholders.

**How to Apply:** Please email a cover letter and resume with the subject line “Dev Officer, Individual Philanthropy” to [personnel@prepforprep.org](mailto:personnel@prepforprep.org) and [kgreene@prepforprep.org](mailto:kgreene@prepforprep.org).

Prep for Prep does not discriminate on the basis of race, color, religion, sexual orientation, or ethnic or national origin and is an equal opportunity employer.