

Single Parent Scholarship Fund of NWA is looking for an experienced fundraiser to join our team.

The Single Parent Scholarship Fund of Northwest Arkansas, Inc. (SPSF NWA) works to help single parent families become financially stable and independent. We do this by providing direct financial assistance to low-income single parents who are pursuing a career-related course of study to gain sufficient employment to meet the basic needs of their families. www.spsfnwa.org

- Competitive Salary
- Outstanding Benefits
 - Blue Cross-Blue Shield Insurance
 - Delta Dental Vision and Dental Insurance
 - 6% of Salary 403(b) Contribution
 - Cell Phone and Mileage Reimbursement
 - Annual Professional Development
 - 12-Paid Holidays
 - 30-Days of PTO
 - Maternity and Paternity Leave
- 5 years+ experience in fundraising required
- Send Cover Letter and Resume to: tyler@spsfnwa.org
- No phone calls, please

GENERAL DESCRIPTION OF POSITION

The Director of Corporate Giving will lead efforts to secure corporate philanthropic giving and sponsorships. This position is responsible for the identification, cultivation, solicitation and stewardship of corporate donors to support the mission of SPSFNWA. S/he is responsible for the management, planning and execution of all fundraising events. The Director of Corporate Giving reports to the Chief Philanthropy Officer and will work closely and collaboratively with the development team, Chief Executive Officer as well as board members and external stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and implement identification, cultivation, solicitation and stewardship strategies for corporate donors and prospects.
2. Solicit and steward corporate sponsorships, major gifts, and other areas of support to meet fundraising goals.
3. Manage donor portfolio focusing on corporate and major gifts.

4. Record, report, and maintain donor/prospect files on all contacts and responses.
5. Utilize the Donor Stewardship Plan to provide appropriate recognition to donors in conjunction with the development team.
6. Assist in annual fundraising plan and budget, utilizing various strategies including special events, corporate sponsorship, major giving, etc. in conjunction with the Chief Philanthropy Officer, Chief Executive Officer, and development team.
7. Develop comprehensive plans and timelines for events.
8. Oversee the production of events, including content development, venue selection, collateral materials, data management, catering, volunteer coordination, event-day logistics, etc.
9. Track and report event income/expenses to meet fundraising goals and stay within organizational budget.
10. Lead all event related meetings and ensure proper communication with chairs and staff regarding event goals, responsibilities and follow-up.
11. Develop and maintain high professional standards and procedures for production of events.
12. Negotiate vendor contracts within budgetary parameters.
13. Engage and equip volunteers in planning and executing special event fundraising activities in conjunction with development team.
14. Assist in planning and executing of marketing and public relations activities related to the scholarship program and special event fundraising activities in conjunction with the Chief Philanthropy Officer and Communications and Marketing Director.

15. Maintain an active membership in various civic and professional groups such as Rotary and Association of Fundraising Professionals.

Non-Discrimination Policy

Single Parent Scholarship Fund of Northwest Arkansas, Inc. is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. SPSF NWA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, sexual orientation, or military status, in any of its activities or operations.

These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.