



Where childhood thrives, war does not.

Position Title	Development Officer
Start Date	As soon as possible
Location	War Child USA, New York City, NY, USA
Reports to	President or Designate
Background	War Child USA is a registered American charity, based in New York and Los Angeles, that works with war-affected communities to help children reclaim their childhood through access to education, economic opportunity and justice. While War Child USA is relatively new, it partners with War Child Canada-- which has over 15 years of experience working in communities in conflict and post-conflict zones-- to fund programs that benefit a half a million people each year in Afghanistan, Uganda, Sudan, South Sudan, the Democratic Republic of Congo, Iraq and Jordan. War Child USA's strategy is focused on engaging an American audience in its mission, diversifying its donor base, and building support for War Child's field programs.
Position summary	The Development Officer will primarily be responsible for generating funds - attracting new donors and introducing War Child to new networks - and coordinating systems, processes and platforms for War Child USA (including updating and maintaining the donor database and fund collection services). They will be responsible for administrative duties including donor acknowledgements, state registration and tax filings. Working with the Officer, Partnerships and Community Engagement, and the War Child Canada team, the Officer will coordinate annual appeals, proposal development and stewardship reporting. This role also ensures that War Child's donor database infrastructure and protocols are maintained to ensure a coordinated approach across channels.
Responsibilities	<p><u><i>Donor Development & Prospect Research - 40% of time</i></u></p> <ul style="list-style-type: none"> • Conduct detailed research on potential supporters and compile into profile documents. • Generate custom proposals for major donor and foundation solicitation in cooperation with Canadian colleagues. • Attend appropriate networking events and establish opportunities to reach new donor networks on an ongoing basis. • Prepare tailored impact reports to inform donors of funding impact in partnership with Canadian office, including Finance, Development and international programs teams.

	<p><u><i>Annual Appeals & Event Support – 25 % of time</i></u></p> <ul style="list-style-type: none"> • Coordinate mass digital solicitation campaigns with conversion tactics, including telemarketing with multiple vendor partners, in partnership with Canadian colleagues. • Project manage mail campaigns, including copy development, list segmentation, vendor management and post-campaign performance analysis. • Develop strategy for online lead generation program with conversion tactics in partnership with Officer, Partnership and Community Engagement. • Provide support for donor engagement events, campaigns and activities in the Eastern USA. <p><u><i>Donor Acknowledgement, Stewardship & Care – 15 % of time</i></u></p> <ul style="list-style-type: none"> • Manage the donor database to accurately record gifts, interactions and contact information. • Generate receipts for qualified donations, accompanied by acknowledgements, promptly. • Coordinate meaningful stewardship activities in line with stewardship framework. • Conduct stewardship calls for all gifts over \$500 that are not assigned to a relationship manager. <p><u><i>Reporting and Data Analysis – 10 % of time</i></u></p> <ul style="list-style-type: none"> • Assist in the monitoring and evaluation of industry trends to identify opportunities, and recommend adjustments to Development program as appropriate. • Perform in-depth analysis of donor data and compile information that will inform program strategy. • Compile and prepare information for registration and state required tax filings. • Perform data analysis on donor base to recommend potential upgrade and major prospects. <p><u><i>General Administration – 10% of time</i></u></p> <ul style="list-style-type: none"> • Answer main phone line, respond to general queries and forward issues to colleagues as appropriate. • Check main PO Box for mail, filing and referring inquiries as appropriate. • Batch and deposit donations received offline and online through fund collection systems. <ul style="list-style-type: none"> ▪ Prepare and report expense and revenue budget for review.
<p>Qualifications</p>	<p>Knowledge & Experience</p> <p>A. Education/Training/Certification <u><i>Required</i></u></p> <ul style="list-style-type: none"> ▪ Post-secondary education in international development, business, fundraising or similar, or equivalent combination of education and related experience.

	<p><u>Desired</u></p> <ul style="list-style-type: none"> ▪ Membership in a professional fundraising association (e.g., AFP, AHP). <p>B. Experience</p> <p><u>Required</u></p> <ul style="list-style-type: none"> ▪ Two to three years of professional experience in non-profit management, including fundraising. ▪ Experience in preparing pitches, proposals and reports to inform donors of funding opportunities. ▪ Event planning and coordination experience. ▪ Experience managing a fundraising database and reporting on results. <p><u>Desired</u></p> <ul style="list-style-type: none"> ▪ Fundraising experience at an international development organization. <p>C. Knowledge and Technical Skills</p> <p><u>Required</u></p> <ul style="list-style-type: none"> ▪ Strong project management skills. ▪ Demonstrated knowledge of annual, monthly and major giving fundraising methodology. ▪ Excellent oral and written communications skills, including an enthusiastic telephone presence and strong writing, editing and proofreading. ▪ Demonstrated customer service skills and the ability to resolve donor issues in a courteous manner. ▪ Proven ability to set priorities, complete work with minimal supervision and meet deadlines. ▪ Highly analytical and detail oriented, with the ability to analyze and organize information and logic. ▪ Ability to organize and present information, views and concepts in a concise and understandable format to a variety of key stakeholders and audiences. ▪ Working knowledge of MS Office (Word/Excel/Outlook/PowerPoint) and experience in updating records and data entry with databases. <p><u>Desired</u></p> <ul style="list-style-type: none"> ▪ Knowledge of GiftWorks, prospect research database services, MailChimp (or similar), PayPal, and peer-to-peer fundraising platforms (e.g., Classy, UNXvision, Artez, etc;).
Compensation	Competitive
Application process	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of 'Development Officer, New York City – [insert your name]'</p> <p>Candidates should be legally eligible to work in the USA and no relocation support will be provided.</p>

	<p>Only those applicants selected for an interview will be notified. No phone calls please.</p> <p>War Child USA is an equal opportunity employer.</p> <p>War Child USA is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child USA's Child Protection Policy, including appropriate security and reference checks.</p> <p>For more information about War Child USA, please visit http://www.warchildusa.org.</p>
Deadline	September 14, 2017