

Development Specialist

PMC is looking for an experienced Development Specialist to cultivate, solicit, and steward philanthropic giving. Reporting to the VP for Development, this person will collaborate with PMC's Marketing and Communications and International Programs teams to create opportunities for increased donor support at all levels. The Development Specialist strengthens prospect relationships with the goal of transitioning them to major gifts whenever possible.

Who You Are:

- A detail-oriented, high performer who is goal driven and not intimidated by ambitious annual campaigns
- Your language, writing and communication expertise demonstrate your mastery of internal and external communications
- You respond effectively to sensitive inquiries or complaints from internal and external stakeholders
- You prepare speeches, blogs, emails, direct mail, presentation decks and articles using original or innovative techniques and styles
- You read, analyze, and interpret impact data as well as industry scientific and technical journals, financial reports, and legal documents
- You have at least two years of experience using Salesforce or other CRM and related software (e.g., HubSpot, iWave) or the willingness to learn
- You are proficient with the Office 365 suite or with MacOS, especially Word and Excel
- You are comfortable working on concurrent assignments and meeting deadlines for multiple departments.

Duties and Responsibilities:

Portfolio Management and Direct Fundraising

- Responsible for meeting an established fundraising goal calculated from portfolio and prospective donors.
- Develops plans and executes customized cultivation, solicitation, and stewardship strategies for donors in assigned portfolio, incorporating planned and complex gift opportunities when possible.

Prospect Research, Acquisition and Management

- Identifies, cultivates, and solicits new prospects while stewarding and retaining existing portfolio of donors.
- Identifies potential leadership and major gift donors (\$10,000+) and communicates to VP of Development and directly to PMC Leadership Team, as appropriate.
- Collaborates with Fundraising and Database Manager to identify prospects for increased giving and new contributors from PMC networks and other affiliations.
- Effectively utilizes digital technologies, including Salesforce, HubSpot, iWave and related data systems to research donors and prospects, while recording relationship status, contact notes, history, reports, and mailing lists.

Donor Engagement and Stewardship

- Creates, designs, and implements a PMC Partners Group program to inspire current donors to renew and to move to higher giving levels.
- Designs and implements virtual events and digital communications to engage active and prospective donors, locally and in key cities.
- Collaborates with Marketing and Communications, using public website and social media content to solicit, cultivate and steward current and prospective donors.
- Participates in acknowledgment letter process for assigned portfolio of donors using e-mail and phone contact.

Qualifications

- Bachelor's degree in related field required; Masters preferred or equivalent combination of education and experience.
- 5+ years of fundraising experience in the mission-driven, non-profit sector.
- Experience with data reporting, and visualizations

Location & Hours of Work

- PMC HQ is based in South Burlington, Vermont, but this position is suitable for remote work.
- Periodic domestic travel may be required.
- Work hours will depend on the need to participate in PMC meetings and activities, in the U.S. and internationally

Who We Are:

Founded in 1998, Population Media Center – a non-profit, international non-governmental organization (NGO) – uses entertainment-education and mass media to promote social and cultural change by addressing the interconnected issues of the full rights of women and girls, population, and the environment. Our goals are to empower people to live healthier and more prosperous lives and to stabilize global population at a level at which people can live sustainably with the world's renewable resources. PMC has developed long-running serial dramas for radio, TV, and the web in more than twenty unique languages, helping more than five hundred million people live healthier lives.

Why Work for Us:

If you are looking for a place where you will feel welcome and appreciated, Population Media Center (PMC) is that place. Our tight-knit teams are empowered with autonomy and creativity in their day-to-day work and energized by our mission to solve the world's toughest environmental, social, economic, and social justice challenges. PMC offers its employees a competitive salary and excellent benefits including paid time off, health and dental insurance, employee assistance program and a generous employer 401(K) contribution.

PMC is especially interested in hiring individuals who can contribute to our diversity and further the achievement of our Vision: A Sustainable Planet with Equal Rights for All. Applicants are encouraged to share in their cover letter what they can offer to helping us achieve and maintain this goal.

How to Apply: Submit cover letter and resume to jobs@populationmedia.org. Review of applications and interviewing to begin immediately and continue until the position has been filled.