



**Position:** National Philanthropy Officer  
**Organization:** SBP  
**Reports to:** Chief Development Officer

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### **About SBP**

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding, SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a growing team of 85+ staff and 240 AmeriCorps members, SBP has rebuilt more than 2,100 homes across 13 states and in the Bahamas, and shared best practices with many more.

SBP's mission is fueled by donors who make it possible for more families to have a predictable path home after a disaster. SBP's vision is to embrace constant improvement, community-wide collaboration, and clear obstacles to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals who are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

**Glimpse into SBP's Fund Development:** Presently and historically, SBP has excelled in corporate and foundation gifts. Corporate gifts are 46% of total fundraising (national avg = 5%) and Foundation gifts are 36% of total fundraising (national avg = 18%). SBP has a prime opportunity to improve its individual giving, as gifts from this cohort are just 10% of total fundraising revenue compared to the national average of 68%. This initiative has great potential, and this is where YOU come in!

**Position Summary:** SBP's National Philanthropy Officer is a professional fundraising position reporting directly to the Chief Development Officer and working closely with the CEO and development team to achieve annual and long-term goals. We are looking for an experienced fundraising professional who will lead and do. The National Philanthropy Officer will serve two main roles: 1) Build and lead a team focused on all aspects of Individual Giving, and 2) Oversee and expand SBP's portfolio of Major Donors (\$25k+). SBP recently completed an extensive feasibility study and will soon launch the quiet phase of a two-year, \$11M fundraising campaign to supplement SBP's annual fundraising goal of \$25M.

The National Philanthropy Officer must be a strategic thinker, excellent writer, clear communicator, and exemplary relationship builder. She/He will bring her/his best practices for donor engagement and stewardship to SBP's team.

**Responsibilities:**

- Work strategically with the Chief Development Officer to set goals, priorities, and direction for individual donor giving and acquisition.
- Successfully work an assigned portfolio to identify, cultivate, solicit and steward donors to achieve annual and long-term fundraising goals
- Work with CEO, COO and CDO to strategize, engage and solicit SBP's top 25 donor prospects
- Work closely with CDO in the management of and solicitations for the fundraising campaign, and report to the board on campaign activity
- Develop and implement engagement strategies to cultivate new donors
- Help implement best practices regarding prospect identification, donor screening, and donor reports
- Track development pipeline activity and donor interactions in Salesforce
- Research, write, edit and prepare persuasive, accurate, grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development- related communication materials in support of the department's fundraising activities
- Work closely with communications and marketing colleagues to design messaging, Annual Report and fundraising materials, and coordinate communications calendar
- Represent SBP at community and national events

**Qualifications:**

- Bachelor's degree and 5-8 (combined) years' experience in Major Gift fundraising and Development Management
- Excellent written and oral communications and interpersonal skills; ability to listen and assess interests of various audiences and communicate ideas in person or in writing in a clear and articulate manner to compel individuals to action
- Ability to exercise good judgment, demonstrate an understanding of ethics and fundraising best practices and use discretion in interactions with donors, prospects, volunteers, and others
- Ability to travel
- Experience with strategizing, soliciting, and closing gifts of \$25,000 and higher
- Previous experience working with fundraising software programs
- Self-starter and team player with energy, enthusiasm, flexibility
- Flexibility to occasionally work in the evenings and/or on weekends in order to support or attend meetings and events
- Proficient in Microsoft Office, email, social media, database, etc.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry with State Police, and FBI.

**Performance Expectations:**

- Able to juggle multiple, competing priorities.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Working knowledge of all facets of social media management.
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization.
- Demonstrate commitment to continued professional growth and development.

**[TO APPLY, PLEASE CLICK HERE.](#)**

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*