



## **JOB ANNOUNCEMENT**

### **Director of Development**

**Announcement Date:** June 30, 2020  
**Work Schedule:** 40 Hours per week  
**Salary Range:** \$50,700 - \$65,545  
**Start Date:** Immediately

#### **Position Summary:**

Acquire, maintain and increase donations by developing and executing key aspects of annual development work plan ensuring the financial resources necessary to support PSBI's mission and programs. In coordination with appropriate staff, develop and carryout a coordinated annual stewardship/communications plan including organization giving strategies to build and maintain relationships and donations. Direct the Discover the Legacy Donor Cultivation Initiative and lead the Living the Legacy Society Campaign and Fundraising Breakfast. Provide supervision of any direct reports and support organizational initiatives to ensure objectives are achieved and PSBI is appropriately represented.

#### **Position Requirements:**

- Bachelor's degree, or equivalent, least five years of experience in middle management fund development position with particular emphasis on direct mail and online and offline cultivation and solicitation strategies Excellent oral, written, and interpersonal skills
- Extensive experience in cultivating medium to large individual gift giving.
- Has successfully secured corporate sales or support (special event sponsors)
- Has working knowledge of software applications including Microsoft products and, ideally, Raisers Edge database or a similar platform
- Must have valid driver's license & current automobile insurance coverage & the ability to travel within the community throughout the workday with full time access to an automobile
- Ability to work 40 hours a week with flexible scheduling to include occasional evening and weekend hours when needed
- Detail oriented, highly organized, self-starting, innovative, articulate, high energy, reliable, team player, & resourceful are desirable attributes

#### **Organization Description:**

Pearl S. Buck International (PSBI), a non-sectarian organization that provides opportunities to explore and appreciate other cultures, builds better lives for children around the globe and promotes the legacy of our founder by preserving and interpreting her National Historic Landmark home. This is a full-time position at our home office located in Hilltown, PA (Bucks County).

Pearl S. Buck International will not discriminate against an employee or applicant for employment or contract positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex. Our home office is located on a quiet Bucks County estate, which accompanies the remarkable home that belonged to Pulitzer and Nobel Prize-winning author Pearl S. Buck. At Buck's home it tells the story of an extraordinary life, worthy of the historic landmark designation it carries. Visit our website at [www.pearlsbuck.org](http://www.pearlsbuck.org) for more details.

**Resumes** should be **Faxed to (215) 249-9657**  
**Emailed to [jreeder@pearlsbuck.org](mailto:jreeder@pearlsbuck.org)** or **Mailed to** the above address  
before July 10, 2020