



JOB ANNOUNCEMENT

VICE PRESIDENT OF DEVELOPMENT

Announcement Date: June 14, 2022

Work Schedule: 40 Hours per week; some nights and weekends

Salary Range: \$85,000 - \$100,000 dependent on experience

Start Date: Immediately

Mission Statement: Pearl S. Buck International 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.

Vice President of Development Profile

The Vice President of Development is a pivotal leadership role, responsible for developing, articulating, and carrying out the organization's fundraising strategy and vision, providing leadership to inspire an expansion of philanthropic support, while developing and managing key donor relationships to drive transformational funding initiatives. The Vice President of Development is a sophisticated relationship-builder who is able to adapt his or her communication style to work effectively with a wide variety of internal and external stakeholders with multiple priorities, including the CEO, members of the senior leadership team, volunteers, and Board of Directors.

This technical professional position reports directly to the CEO and is part of the senior management team with supervisory responsibilities.

General Responsibilities

- 1) Research, manage and expand relationships with individuals and corporations for the purpose of raising funds to support the mission of the PSBI.
- 2) Developing and managing annual and planned giving programs
- 3) Carryout a sustainable stewardship strategy that increases and maintains ongoing close relationships with PSBI 's donor base and implements state-of-the-art development activities.
- 4) Directing and managing the development program's administration activities and ensuring direct reports receive appropriate support and supervision to ensure fundraising goals are met.
- 5) Support organization and community events to ensure development and relationship building objectives are achieved and PSBI is appropriately represented.
- 6) Serve as a member of Management Team to ensure staff and organization has integrated direction and support.

Professional Position Expectations –Required and Preferred

- Bachelor's Degree, Master degree preferred
- CRFE (Certified Fundraising Professional) preferred or a willingness to achieve the certification
- Has at least 5 year's experience in a fundraising position managing and implementing a comprehensive fund development program and producing charitable contributions.
- Has experience working with and motivating volunteers, researching and cultivation practices and standard fundraising techniques including face-to-face solicitation, gift processing, prospecting, fundraising reporting, direct mail and planned giving.
- Has management experience including but not limited to short and long-term planning, evaluation, directing and motivating staff, oral and written communication skills, budgeting, and governance.
- Has prior work experience in event planning.

- Has working knowledge of Microsoft Office and Raisers Edge database

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 for more details.

PSBI is an EOE/Veterans/Disabled/employer

Resumes should be **Faxed to (215) 249-9657**
Emailed to jreeder@pearlsbuck.org or **Mailed to** the above address
before July 4, 2022.