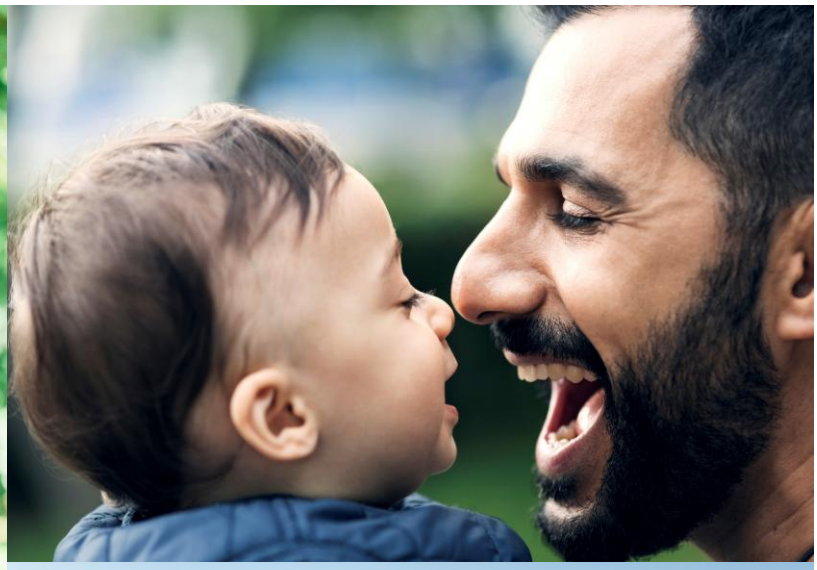
AlphaCare®

Employment Opportunity Profile

Donor Relations Manager

Full-time with benefits
Salary $55,000–$68,000







3807 Lancaster Ave., Philadelphia, PA 19104
friendsofalphacare.org | alphacarephilly.org
215.546.8686 | office@alphacarephilly.org

Missional Overview

AlphaCare seeks to empower pregnant women and families by providing health and social services and serving as a bridge to community resources. Ministering for over 45 years, this well-established Philadelphia non-profit envisions a Philadelphia community where everyone experiences hope, health, and healing.

To that end, AlphaCare provides medical services, including lab-level pregnancy testing and limited obstetric ultrasounds, social services and community resources. Providing all services free of charge, AlphaCare strives for excellence in quality of care.

While the main office is in West Philadelphia on Lancaster Avenue, in 2016 AlphaCare added a Mobile Medical Clinic (MMC). The MMC, fully equipped with ultrasound, serves patients in different locations throughout the city. This allows AlphaCare to reach more patients in their own communities.

AlphaCare seeks to be inclusive in our search for and integration of staff, volunteers, board members, and financial partners. We do this to acquire a wide range of skills, experience, and insight to best meet the needs of and serve our diverse client population. Each staff member brings a unique perspective and background, while all share a commitment to pro-life and Christian core values. When you join the staff at AlphaCare, you are joining a team dedicated to making a difference in the Philadelphia community.

Position Summary

The Donor Relations Manager builds and strengthens AlphaCare's connections with churches, supporters, and partner organizations. This position serves as a key ambassador to our external community by sharing the stories of God's work in our ministry with wider audiences.

Successful candidates will possess strong interpersonal and communication skills. Daily duties include conversing, networking, public speaking, and writing on behalf of AlphaCare to people from a wide range of backgrounds and experiences. This role also provides oversight to an oncoming staff member to oversee volunteer coordination, material donations, and support of manager's work as assigned.

Duties and Responsibilities

Donor and Church Stewardship

- Manage relationships with a portfolio of approximately 100-150 churches, individuals, families, and businesses
- Identify and strengthen major donor and foundation relationships for funding opportunities matching AlphaCare's programs and projects
- Contribute ideas to the development department's creative strategy and planning
- Collaborate with team to develop fundraising and community events, printed materials, and video content tailored to specific audiences.

External Partnerships

- Represent AlphaCare with partner institutions (such as nonprofits, community organizations, and professional networks) at external events and follow-up communications
- Identify opportunities for collaboration that align with AlphaCare's strategic plan and core values
- Coordinate with internal departments to facilitate partnerships and ensure external organizations connect with the appropriate AlphaCare staff and resources

Communication and Public Speaking

- Effective written and verbal communication of complex and nuanced information in a clear, organized, professional, and timely manner
- Speak at events sharing AlphaCare updates and stories, examples include church services, college groups, Bible studies
- Maintain accurate records of contacts, meetings, and ongoing collaboration initiatives within AlphaCare's database and tracking system

Management and Volunteer Engagement

- Manage, yet to be hired, entry level volunteer coordinator role
- Promote and connect prospective volunteers to opportunities to serve.
- Provide guidance and clear priorities for staff overseeing volunteer engagement and material donations for the client "boutique" [https://friendsofalphacare.org/boutique/]
- Develop training for all staff to represent AlphaCare to external groups, especially volunteer teams

Qualifications

Required

- Enthusiastic embracing of AlphaCare's vision, mission, and statements of doctrine and purpose
- Regular, active participation in church community
- Strong Verbal and Written Communication Skills
- Comfortability Public Speaking
- Social Awareness and Strong Sense of Cultural Nuances
- Ability to attend evening and weekend events on a regular basis
- A valid driver's license and reliable personal vehicle are required for travel within the tri-state area

AlphaCare is an equal opportunity employer. We aim for a diverse and inclusive workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Employee Benefit Highlights

- Separate Paid Time Off (PTO) and paid Sick Leave
- Paid individual retreat days for mental, spiritual, and physical rest
- Retirement fund with employer matching contributions up to 3% upon completion of first year of employment
- Health insurance coverage for employee and 40% coverage for family members
- Dental stipend
- Two months paid sabbatical after seven years of employment

Interested applicants, please email
resume and cover letter to
AlphaCare at office@alphacarephilly.org.