



Employment
Opportunity Profile

Donor Relations Coordinator
Full-time position



3807 Lancaster Ave., Philadelphia, PA 19104
friendsofalphacare.org | alphacarephilly.org
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Missional Overview

AlphaCare seeks to [empower pregnant women and families](#) by providing health and social services and serving as a bridge to community resources. While celebrating AlphaCare's 40th anniversary, 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) and more recently opened a satellite office in [Kensington](#) for social services. The MMC, fully equipped with ultrasound, serves clients in different locations throughout the city. These two additions allow AlphaCare to reach more women 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 Coordinator](#) plays a vital behind-the-scenes role in supporting fundraising operations, record-keeping, and preparing materials to effectively communicate AlphaCare's needs to both current and prospective donors. Ideal candidates are able to identify and address the needs of the development department, creating innovative solutions through new processes. With strong organizational skills and keen attention to detail, the Donor Relations Coordinator is responsible for managing the donor database and overseeing the receipt of baby and maternity items donated for AlphaCare's clients. This role reports to the Donor Relations Manager, working with the Executive Director and Development Department.

Duties and Responsibilities

Database Management

- Timely, accurate gift entry and donor receipting of physical checks, online donations and in-kind gifts
- Maintain accurate and timely records and contact reports of all interactions with donors in donor database
- Keep Constant Contact email lists updated, and projects organized
- Produce reports from donor database on results, trends, and areas of need

Copywriting

- Write short-form stories based on staff and patient experiences for newsletters, thank you notes, and other donor communications
- Write and prepare grant applications for small family foundations, usually two to four pages
- Short-form copy for AlphaCare event and campaign promotion
- Support utilization of friendsofalphacare social media to engage with donors, volunteers, and wider community in coordination with the Donor Relations Manager

In-Kind Donation & Supplies Management

- Manage in-kind donation drop-off at office (ie. diapers, baby clothes)
- Maintain organization of storage area including incoming and outgoing in-kind donations
- Communicate with program staff about in-kind donation needs
- Track supply stock for branded materials such as brochures, envelopes, pens, etc.

Hospitality Support

- Prepare meeting spaces and supplies for donor visits and volunteer projects
- Arrange meetings and provide necessary follow-up to donors, volunteers, and partner organizations through professional correspondence
- Prepare and send invitation emails for AlphaCare's monthly Prayer Meeting

Qualifications

Required

- Enthusiastic embracing of AlphaCare's vision, mission and statements of doctrine and purpose
- Exceptional attention to detail and organizational skills
- Excellent written and verbal communication abilities
- Proven ability to follow established processes while driving continuous improvement
- Manage multiple projects with the ability to prioritize, plan, and execute in a timely manner
- High degree and range of cultural humility
- Ability to interact with ease and grace with diverse personalities and situations
- Experience with Canva, Constant Contact, and Microsoft Office Suite

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
- Two months paid sabbatical after seven years of employment

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