



## Employment Opportunity Profile

Development Director  
Full-time with Benefits



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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. Ministering for over 40 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 [Development Director](#) leads the fundraising team in key activities to build and maintain an annual fund of over \$1,000,000. This role works closely with the Executive Director in strategically building relationships with donors, volunteers, churches, and the wider community. This leader must adeptly communicate with integrity and contextualize AlphaCare's unique mission and vision with nuance considering the polarized political landscape. Ideal candidates demonstrate both a drive for excellence and a deep trust in God's ultimate provision.

This position reports directly to the Executive Director and manages the Donor Relations Coordinator, and Development Associate, coordinating activities with event committees and volunteers. This role serves on the senior leadership team with the Program Services Director, Strategic Initiatives Director, and Executive Director.

## Duties and Responsibilities

### Development Department Management and Strategy

- Plan strategic outcomes and goals with Executive Director and Development Committee
- Lead development team with clear objectives and collaborative culture
- Consider historical data and best practices to develop project calendars and budgets
- Oversee major gift efforts in coordination with Stewardship Officer and Executive Director
- Articulate constructive feedback and encouragement to staff, freelancers, and volunteers

### Annual Giving Oversight

- Grow donor base, prioritizing high donor retention
- Support Development Associate in coordinating annual events including fundraising banquet, golf outing, and ministry leaders' luncheon
- Promote and grow monthly donor program, named "Partners in Hope"
- Maintain existing grant cycles and identify new grant opportunities to match with AlphaCare's qualified programs and projects

## Church Relationships

- Understand the unique priorities and cultures of supporting churches to deepen partnerships
- Develop priorities for staff in their engagement with the diverse community of area churches currently not supporting AlphaCare
- Prioritize and coordinate speaking engagements and events

## Volunteer Relationships *(TBD – Volunteer Coordinator now on staff)*

- Create opportunities and maintain systems for robust volunteer engagement, especially through church connections
- Nurture volunteer relationships and vet individuals for optimal opportunities (ie. Board candidates)
- Translate volunteer relationships into fundraising opportunities

## Community Relationships

- Cultivate and preserve relationships with the surrounding neighborhoods, the local pro-life network, and the Greater Philadelphia area Protestant and Catholic communities

## Qualifications

### Required

- Enthusiastic embracing of AlphaCare's vision, mission, and statements of doctrine and purpose
- Enjoy people and demonstrate excellent customer service skills
- Ability to interact with ease and grace with diverse personalities and situations
- High degree of personal integrity and discretion with private information
- Flexibility, multi-tasking, and willingness to perform additional tasks as assigned
- Bachelor's degree, preferably with a degree in English, Communications, or Business
- Minimum of five years corporate/nonprofit work experience with some management and fundraising experience
- Proficiency with Microsoft Office Suite

### Additional Desired Skills

- Keen aesthetic sense
- Strong writing skills and editing abilities
- Familiarity with Canva, WordPress, Constant Contact, and major social media platforms
- Experience with DonorPerfect and/or other donor databases (CRM)

## Employee Benefit Highlights

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

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

Interested applicants, please email  
resume and cover letter to  
AlphaCare at [office@alphacarephilly.org](mailto:office@alphacarephilly.org).