

**Position:** Regional Development Manager – Western PA

**Location:** Pittsburg, PA – ability to work remotely, travel within Pennsylvania, periodic meetings in Camp Hill, PA.

**Website:** <https://pcntv.com>

**Start Date:** ASAP

**Position Type:** Full time

PCN's mission is to educate, connect, and celebrate Pennsylvania's past, present, and future through cable television and emerging technologies. PCN is a statewide 501(c)(3) nonprofit cable television network and streaming service delivering Politics and Policy, History and Culture, and Pennsylvania Sports. PCN is the largest statewide privately funded public affairs network in the country.

The Regional Development Specialist identifies, engages, cultivates, solicits, and stewards current and prospective donors in expanding their financial support of the work of Pennsylvania Cable Network (PCN). Responsible for meeting an annual revenue target by working with a portfolio of donors and prospects to advance the mission of the organization and assist donors in creating meaning in their lives through giving to PCN.

**RESPONSIBILITIES:**

- *Strategy:* Develops and executes ongoing strategy for qualifying donors to ensure retention, growth of donor contributions as well as recapture from previous donors. Works collaboratively with other departments and partners with development staff to create customized solicitation strategies matching the objectives of the organization and interests of the donor/prospect.
- *Fundraising Targets and Portfolio Management:* Manages an assigned portfolio of donors and prospects with intent to form deep relationships. Responsible for minimum annual fundraising goal tied to segmented or blended portfolio as specified in performance standards, including both renewable gifts and new incremental revenue. Develop donor management plans for entire portfolio resulting in strategic, knowledgeable and complex asks. Personally solicits assigned donor portfolio through face to face visits, including preparation of personalized materials.
- *Prospect Development:* Implements programs/activities to identify, cultivate, solicit and steward donors at the \$1,000 level or higher, with an emphasis on maximizing revenue for PCN. Works with community members and other leadership to identify, cultivate, solicit and steward appropriate donors. Identifies potential planned giving prospects among assigned donors. Updates donor records in Donor Perfect following donor contacts.
- *Relationship Development:* Develops ongoing relationships with major donors for the benefits of PCN. Accountable for cultivating relationships for both individual fundraising and organizational fundraising.
- *Other:* Represents PCN at events as needed, available for evenings and weekends as needed, and carries out additional assignments required to fulfill the mission of PCN.

**BACKGROUND/SKILLS:**

- Education: Bachelor's Degree in Business Administration or relevant field.
- Experience:

- Minimum of seven years of experience in sales and/or fundraising.
- Previous experience working in the nonprofit industry.
- Proven experience in developing strategies for donor retention growth and recapture and proven success with complex requests is required
- Skills and Abilities:
  - Ability to relate well and work effectively with multiple constituencies and audiences.
  - Excellent verbal and written skills.
  - Knowledge of office systems: MS-Office preferred and fundraising database systems (e.g., Raiser's Edge, Salesforce.com).
- A team player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation.
- Energetic go-getter, able to relate to audiences and what they value about PCN's offerings.
- Travel: Requires frequent travel within the Region. The amount will vary depending upon size and geography of region.

**Benefits:** Health, dental, vision, RX, disability, retirement fund, vacation, and personal time off and more.

**To Apply:**

- Successful candidates will be subject to a criminal, financial, and driving record background check.
- Cover letter indicating salary expectations and resume may be emailed to [hr@pcntv.com](mailto:hr@pcntv.com).

*PCN is an equal opportunity employer.*