



Position Description: Development Officer

Pajama Program is committed to building a culturally diverse team and strongly encourages qualified candidates from all backgrounds to apply.

Background and Position Overview

Pajama Program is a national 501(c)(3) nonprofit that was founded in 2001. Our mission is to promote equitable access to healthy sleep so all children can thrive. We believe a comforting bedtime routine sets the stage for healthy sleep and a good night, which in turn helps children thrive because they wake up ready for a good day: **good nights are good days**. Our core values are equity, impact, and community.

We focus our work on reaching children exposed to adversity in every state and Puerto Rico. To do this, we distribute new pajamas and books through 4,000 Community Partners, which include shelters, foster care agencies, Head Start, and Title I schools; we engage a national network of volunteer Chapter Presidents to help coordinate donations; we invite children to visit our Centers in New York City, Detroit, and Atlanta, virtually and, when we can, in person; and we provide sleep health education programs to children, caregivers, and teachers. Visit us at pajamaprogram.org.

The Development Officer will report directly to the Chief Advancement Officer and support the DevComm team to fundraise towards a \$3M annual goal. This position will oversee a diverse funding portfolio including corporate donors, individuals, and foundations as well as have the strategy to build a strong pipeline of new support. You'll be responsible for managing relationships with donors and researching/prospecting, identifying, cultivating, soliciting, and stewarding your portfolio of donors. Through your efforts of engaging this key donor group, you will increase our donor retention and bring in critical revenues to support our mission.

This position reports to the Chief Advancement Officer and will be based in metro-New York (hybrid).

Essential Functions & Responsibilities:

Donor Prospecting and Management

- Support Chief Advancement Officer to meet and exceed \$3M annual goal by researching/prospecting, identifying, researching, cultivating, soliciting, and stewarding gifts up to \$15,000 from new and existing individuals, corporate donors, foundations, and other avenues of potential revenue
- Increase donor retention and revenues of portfolio by ensuring donors receive proper acknowledgement and recognition, using creativity to steward donors authentically and personally
- Collaborate with Grant Writer to apply for small foundation and award/prize grant opportunities under \$15,000
- Maintain timely and accurate donor records in Salesforce, including call, meeting, and donor notes

Lead Annual Programs

- Lead and manage the annual giving program which includes: the monthly donor program - The Loop; our annual fundraising campaigns - #GivingTuesday/End of Year; Sleep Awareness Month; Back-to-School; an employee corporate giving program; a peer-to-peer fundraising program; and other campaigns that may arise from time to time

Team Support

- Provide support for annual fundraising and donor engagement events
- Assist DevComm team with the management of donor thank you videos made by staff, volunteers and teachers



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- Lead (with help from the Marketing team) the creation and updates of materials to pitch/promote programs and general support of Pajama Program for all philanthropic donors
- Work with the Data & Analytics Manager to create reports around fundraising results to track goals to be shared with the CAO and ED, as needed
- Support CAO and ED in their fundraising collaboration efforts with the Board of Directors
- Perform special projects and other duties as assigned

Skills & Qualifications:

- Minimum professional experience of 3 years in a nonprofit organization in a development function.
- Excellent communication skills, both written and oral; demonstrated ability to influence and engage a wide range of donors and build long-term relationships.
- Measurable experience of having expanded and cultivated donor relationships and secured new donors and gifts.
- Experience with national and local corporate sponsorship and engagement a plus
- Strong organizational skills with the ability to identify and develop processes and implement systems to improve fundraising efficiencies.
- Detail-oriented approach to work with strong organizational skills, and the ability to maintain confidential information with discretion and integrity.
- Ability to work both independently without close oversight, but also function as a team player who will take initiative and manage multiple tasks and projects concurrently.
- Experience using a CRM database, Salesforce for fundraising purposes a plus.
- Personal commitment to, understanding of, and enthusiasm for Pajama Program's mission and vision.
- You have a flexible approach to work with the willingness to work some evenings, if needed.
- You hold a bachelor's degree in a relevant field and/or have relevant work experience.
- You are legally authorized to work in the United States by the first day of employment

Compensation range: \$65,000-\$80,000 based on experience. Excellent benefits (health insurance, 403(b), generous PTO).

Interested candidates: please submit a cover letter and resume to jobs@pajamaprogram.org.

Our competitive compensation and benefits include medical insurance, 403(b), paid parental leave, and flexible work schedules. Pajama Program allows for a hybrid (remote) work environment.

Pajama Program is a ★★★★★ Charity Navigator charity in an elite class of 1% of nonprofits with the highest ranking for 12 consecutive years, and meets the Better Business Bureau's 20 Charity Standards, the highest ranking. Pajama Program is an Equal Opportunity Employer and complies with the Americans with Disability Act.