



First Community  
Foundation Partnership  
OF PENNSYLVANIA

## CAREER OPPORTUNITY

### Development Officer



FCFP is looking for an energetic and collaborative individual to engage in the fundraising and development activities of the Foundation. These duties include but are not limited to cultivating and soliciting new donors while overseeing relationships with current constituents to achieve goals within a multifaceted development program focusing on major, special, and planned gifts.

This is a telecommuting, 25-30 hour weekly, year-round position with office, evening and weekend work as needed. The ideal candidate must be goal oriented, dedicated to community service, and possess the ability to foster strong relationships. The successful applicant will have three or more years' experience in fund development, preferably in higher education, major community service agencies or public foundations, or a minimum of five years' experience in a sales-related field. A bachelor's degree or equivalent combination of education and experience is required.

The successful candidate will travel within a 60 to 90-mile radius primarily in Montour, Northumberland, Snyder and Union Counties. Computer proficiency in Microsoft Office 365 is required; working knowledge of a relational database is preferred.

Send résumé with cover letter and salary requirements by email to Megan Kirk, Executive Assistant, at [MeganK@fcpartnership.org](mailto:MeganK@fcpartnership.org). Review of resumes will begin immediately. Application deadline is March 1, 2024.

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