



Philippine American Guardian Association, Inc. (PAGA)

Position - Resource Development Officer

Organization

PAGA was founded in 1921 with the mandate to protect and care for needy Filipino Amerasian children fathered by American military or civilian men.

During its 96 years of existence, PAGA has held true to its original charter. During the past decades, PAGA has extended its activities to provide a wide variety of vital services to its beneficiaries. The organization's Board of Trustees is committed to helping more Filipino Amerasian children improve their lives.

PAGA currently provides educational, health, and psychosocial development support to over 130 Filipino Amerasian beneficiaries.

PAGA is registered and licensed by the DSWD and accredited by the PCNC. Additionally PAGA is registered with the BIR as a donee institution entitling our donors to tax deductions.

The years ahead hold wonderful opportunities for education and employment for PAGA youth, as the organization expands its roster of beneficiaries. The organization is dependent for its services on contributions from the larger community, and is creating plans for expanding its service area beyond Metro Manila to the provinces in need such as Pampanga, Zambales, and Palawan.

For more information, please visit www.paga.ph

Position

Reporting to and in partnership with the Executive Director (ED), the Development Officer (Officer) will spearhead development efforts as PAGA continues to grow. A new position in the organization, the Officer will have the opportunity to build and improve the development function centered around Corporate Social Responsibility programs in the Philippines and targeted donors in the United States

Responsibilities

Donor/ Sponsor Management

- Assist the Executive Director in soliciting new donors, maintaining and monitoring current donors (corporate and individual) using PAGA's CRM system
- Acknowledge all donations and pledges by written correspondence or other means
- Provide excellent and timely customer service to external customers who request information including recent and past donations and other donor records

Marketing and Fundraising

- Creating fresh and up-to-date web content for PAGA's Website, and other social media platforms (Facebook, twitter, etc)
- Write E-Newsletters and update marketing collaterals for PAGA
- Planning, developing, implementing, and evaluating PAGA's annual fundraising plan for both Philippines and US donors

Administrative

- Developing and tracking proposals, presentations, and reports for all foundation and corporate fundraising
- Review and record corporate, direct mail, individual and event gifts and pledges, employer matching contributions and credit card billing daily
- Process and mail pledge reminders, receipts for tax deductibility and acknowledgments, and other donor communications as required; devising systems where necessary
- Fulfil data and reporting requests, including the production of donor lists, regular progress reports and extractions of data from the database for analytical purposes
- Maintain accurate and up-to-date donor contact and biographical information

Qualifications

- Bachelor's Degree in Social Science or other related field
- At least 5 years' experience in development work specifically in donor management and fund raising
- Demonstrated excellence in organizational, managerial, and communication skills
- Information management skills including a high level of accuracy and attention to detail
- Knowledgeable in Social Media Platform and Database Management
- Has technical skills in preparing presentations and other marketing collaterals needed for promotion and events.

Please forward a cover letter with your resume' attached to paga@paga.ph