



## ***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 90+ 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 Filipino Amerasian beneficiaries. The organization's Board of Trustees is committed to growing our ability to help more Filipino Amerasian children to improve their lives.

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

The organization is dependent on donations in cash and in kind and is creating plans for expanding its service area beyond Metro Manila to additional provinces in need such as Pampanga, Zambales, and others in the Visayas and Mindanao.

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 Filipino donors to tax deductions. PAGA has a 'fiscal sponsorship' arrangement with Give2Asia.org that now extends tax-deductibility to gifts donated by taxpayers in the US and Hong Kong as well as the Philippines.

The years ahead hold wonderful opportunities for education, employment, and upward mobility for PAGA youth and their families, as the organization expands its roster of beneficiaries. For more information, please visit [www.paga.ph](http://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***

- Responsible for soliciting new donors, maintaining and monitoring current donors (corporate and individual) by using PAGA's CRM system
- Acknowledge all donations and pledges by written or email correspondence or other appropriate means
- Provide excellent and timely customer service to donors who request information including recent and past donation data and other donor records
- Responsible for maximizing PAGA's opportunity with the Give2Asia fiscal sponsorship

### ***Marketing and Fundraising***

- Creating fresh and up-to-date web content for PAGA's website, and other social media platforms (Facebook, twitter, etc)
- Write monthly e-newsletters and update marketing collateral for PAGA
- Developing, implementing, and evaluating PAGA's annual funding plans for both Philippine 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 fundraising
- 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](mailto:paga@paga.ph)***