

The San Diego River Park Foundation

Fund Development Manager

Classification:	Full-time - Exempt
Schedule:	Flexible, requires some evenings and weekends
Start date:	Open
Reports to:	President and CEO

Overview:

We are looking for a dynamic fundraising professional to join our award winning team. We seek a talented person with experience in developing and stewarding annual gift programs, sponsorships, and other philanthropic gifts. The ideal candidate will embrace our mission to celebrate the San Diego River and to establish a community of people dedicated to its future.

We look for someone who enjoys thanking donors, is a “people person,” and who understands that connecting people with our mission and embracing their philanthropic goals is essential for success.

The Manager will work with a portfolio of long standing donors, while building new individual and corporate relationships to lead the efforts to meet our Annual Fund and program fundraising goals. The Manager will work on these fundraising campaigns as a core responsibility, and therefore, should have a proven track record of securing major gifts, know how to leverage a tremendous Board of Directors and love meeting and engaging prospective donors. The Manager will also include cultivating and expanding the Planned Giving program. The person should also be able to demonstrate excellent record keeping, including donor logs and gift acknowledgements.

Based upon success, this position can grow into a Development Director role.

Responsibilities (but not limited to):

- Identify, research, and develop strategies to engage prospective donors.
- Develop and maintain a portfolio of 50+ annual fund mid-tier and major donors.
- Develop strategies to meet our program specific fundraising goals.
- Develop and implement the planning and execution of one-on-one meetings, tours and small gatherings for targeted cultivation, solicitation and retention of donors.
- Implement and manage a consistent and comprehensive donor stewardship program including events and other activities.
- Regularly assess and prepare reports on fundraising activity and outcomes.
- Represent The San Diego River Park Foundation at events and make presentations when needed as part of the fundraising strategy.

- Manage the use of DonorPerfect to track contacts, generate reports and record strategies.
- Supervise under the direction of the CEO the Development Coordinator.
- Collaborate effectively with other members of the staff.
- Develop and grow a Planned Giving portfolio of 30+ individuals.
- Manage the marketing and development of the Annual Fund and Planned Giving programs including interview and write donor stories and provide materials for web site, communications (printed and electronic). Create new ways to market Annual Fund and planned gifts.
- Oversee all stewardship of Planned Giving members including events.
- Implement planned giving strategy including meeting with prospects, communications and other cultivation.
- Participate in strategy and implementation of project fundraising efforts.

Location: The position works out of the SDRPF's offices located in western Mission Valley.

Compensation: \$60,000 salary plus sick leave, holidays, PTO and paid health care.

Qualifications/Skills: An ideal candidate will have:

- Bachelor's degree in a relevant field; or equivalent combination of education and experience.
- Understanding of the technical aspects of planned gifts including bequests, gifts of insurance and retirement assets.
- A minimum of 3 years of progressive related professional work experience, preferably in the non-profit sector and with Annual Fund programs.
- Demonstrated success managing and developing relationships with donors.
- Ability to work effectively and professionally with employees, volunteers and Board members.
- Must be available to work evenings and weekends.
- Passion for the mission of the organization.
- Strong communication and interpersonal skills (verbal and written) including creating case statements and copy for materials.
- Strong organizational skills (experience/interest in developing systems and policies).
- High attention to detail and ability to carry out assignments in a timely and thorough manner.
- Knowledge of DonorPerfect preferred.
- Principled, ethical and committed to high work quality and standards.
- General computer knowledge and experience with Microsoft Word, Excel, Outlook, and PowerPoint.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

The San Diego River Park Foundation is an Equal Opportunity Employer.

Contact: Please submit a cover letter and resume in electronic form to rob@sandiegoriver.org. Please put "Employment - Manager" in the subject line.

In your resume please clearly identify education including related fundraising training and associated certificates as well as nonprofit fund development work experience.

Deadline: Applications will be accepted until the position is filled. Interview will commence two weeks after this notice is published.

Phone call or email inquiries are welcomed. Thank you.

Rob Hutsel, Executive Director
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