



Position: Senior Manager of Development

Reports to: Senior Director of Development

Position Description:

The Annual Fund Manager is a highly relational and detail-oriented individual who has a passion for Hope Builders' mission and who will help the agency advance its strategic priorities by providing leadership to the annual fund. Responsibilities include executing the organization's fundraising strategies, with a primary focus on individual giving. The Annual Fund Manager will expand the Amigo program, oversee the direct mail program and design new donor acquisition strategies. It is a fast-paced position that requires a keen eye to detail, demonstrated success in problem solving and creative thinking, and exceptional communication skills.

Scope of Work:

1) Donor Stewardship

Percentage of Time: 30%

- Work with the Donor Relations Manager to execute moves management strategies for a portfolio of donors (above \$1,000) to ensure donor retention and continued growth. Conduct regular, monthly donor cultivation visits. Track these activities in Raiser's Edge database.
- Work with Marketing Manager and Donor Relations Manager to execute Spring, Year-end and VIP direct mail appeals
- Expand monthly giving program as a means of recruiting new and upgrading existing donors
- Ensure a timely, robust donor acknowledgement program

2) Events

Percentage of Time: 30%

- In partnership with the Senior Director of Development, identify and cultivate corporate donors for HB100 membership and Light Up A Life gala sponsorship
- Manage and execute donor acquisition, cultivation and stewardship events, including the State of Hope Builders' Breakfast and Mixer
- Identify strategies for cultivating individuals, who attend Hope Builders' events

3) Grants Management

Percentage of Time: 30%

- Manage a portfolio of foundation donors (up to \$50,000), including drafting proposals and reports and cultivating foundation relationships
- Identify and engage prospective foundation sponsors
- Prepare written corporate sponsorship requests and/or proposals

4) Communications

Percentage of Time: 10%

- Partner with the Marketing Manager to develop engaging, relevant and donor-specific content for quarterly newsletter, website, LinkedIn and constant contact campaigns

Additional Requirements:

Minimum Education Requirements

- BA required; advanced degree preferred
- Outstanding written and verbal communication skills
- 5 years of experience
- Excellent organizational skills; Meticulous; Ability to self-start and multi-task; Must thrive on diverse assignments and deadlines
- Ability to maintain strict confidentiality and discretion in regards to sensitive donor and client information
- Excellent computer skills including: Raiser's Edge, Microsoft Word, Excel and Outlook. Ability to use the internet a must.

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

Essential Values-Based, Leadership and Management Competencies

- Understanding of and passion for the Hope Builders' mission and vision
- Exemplifies organizational core values of accountability, integrity and respect
- Demonstrates organizational operating principles of communication and teamwork
- Displays the organization's essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude

Compensation & Work Hours

Salary range related to experience. Full medical, dental, and vision benefits. Additional benefits available including 401(k) retirement plan. Full time position at 40 hours a week with some weekend and evening work required.

This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

Please submit your resume along with the following:

- A letter outlining your qualifications for the position and the reason you are applying
- A list of funds raised over the last three-five years
- Two grant request letters and/or reports
- A list of three references

HOW TO APPLY:

Email your resume and cover letter to hr@tsjhopebuilders.org
or by mail to

Taller San Jose Hope Builders
801 North Broadway
Santa Ana, CA 92701