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3635 Ruffin Road, Suite 300, San Diego, CA 92123

## **Fundraising Manager Position Description**

**Company:** Alzheimer's San Diego

**Position Title:** Fundraising Manager

**Department:** Development/Fundraising

**Reports To:** Director of Development

**Location:** San Diego. CA

**Position Type:** Full-Time

**Salary:** \$70,096

**Our Mission:** To enhance the quality of life of those affected by all dementias in San Diego County through supportive services, education, social connection, and community awareness.

Our vision is a future where every person impacted by Alzheimer's disease and other dementias can live with dignity and respect. We envision a compassionate community that is well-informed and equipped to provide support to those impacted by dementia.

## **Position Summary**

The Fundraising Manager is responsible for developing and implementing strategies to secure financial support from individuals, corporations, foundations, and other sources. This role involves cultivating donor relationships, managing fundraising campaigns, organizing events, and ensuring that fundraising goals are met or exceeded.

## **Key Responsibilities**

- Donor Relations and Stewardship
  - Personalized communication
  - Donor recognition programs
  - Engagement Opportunities
- Fundraising Strategy and Planning
  - Understand the donor base
  - Help to grow fundraising channels
    - Individual donors
    - Events
    - Corporate partnerships
- Follow annual fundraising targets
- Identify and research potential funding sources, including individuals and corporations
- Cultivate and maintain relationships with existing and potential donors
- Implement donor recognition programs to acknowledge and thank supporters
- Track contributions, donor interactions, and engagement activities in the donor database

### **Campaigns and Events**

- Plan, organize, and execute fundraising campaigns, including our annual Visionary Luncheon and Auction and peer-to-peer fundraising-Rides4ALZ and Walk4ALZ
- Collaborate with the marketing team to promote campaigns and events
- Develop and monitor the budget, ensuring cost-effective use of resources

### **Budgeting and Financial Reporting**

- Provide regular reports on fundraising progress to the Director of Development

### **Team Leadership and Collaboration**

- Work closely with other departments to align fundraising efforts with organizational priorities
- Foster a collaborative and positive work environment

### **Qualifications**

- Bachelor's degree in nonprofit management, business administration, communications, or a related field
- 3-5 years of nonprofit and fundraising experience
- Proven experience in fundraising, development, or a related field, with a track record of successful fundraising campaigns and donor management
- Previous experiences with donor relations
- Excellent written and verbal communication skills, with the ability to create compelling proposals and presentations
- Strong interpersonal skills and the ability to build relationships with donors, volunteers, and stakeholders
- Proficiency in fundraising software and donor management systems
- Ability to work independently and as part of a team, managing multiple projects and deadlines
- Knowledge of fundraising best practices, ethics, and legal requirements

### **Preferred Skills and Experience**

- Experience in event planning and management

### **Working Conditions**

- Occasional evening and weekend work may be required to attend events and meetings
- Ability to travel as needed for donor meetings, events, and conferences

### **Benefits**

- 15 observed holidays
- 18 days of PTO (accrual rate of 6.0 hours per pay period)
- Medical, dental, vision, life, AD&D, and long-term disability insurance (begins on the first of the new month after hire)
- 403 (b) retirement plan