



San Diego LGBT Pride

Job Description: Director of Philanthropy

Job Title: Director of Philanthropy
Reports to: Executive Director
FLSA Status: Exempt
Position Type: Full Time

Salary: \$81,000 - \$90,000
Benefits Include: Medical, Dental, and Vision Insurance, Vacation and Sick PTO, 14 Holidays, and Professional Development Opportunities

ABOUT SAN DIEGO PRIDE: San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. San Diego Pride is year-round LGBTQ education and advocacy organization and one of the oldest LGBTQ-serving nonprofits in San Diego, best known for our annual flagship celebrations - the Pride Parade and Festival - that brings together more than 350,000 individuals from San Diego and across the country. San Diego Pride is also the most philanthropic Pride organization in the world, having distributed over 3 million dollars to LGBTQ-serving nonprofits since 1994.

ABOUT THE POSITION: San Diego Pride's Director of Philanthropy is responsible for overseeing all areas of Pride's development efforts; including but not limited to: sponsorships (both cash and in-kind), individual donations (including major gift initiatives and annual campaigns), grant writing, and other general fundraising duties. They will lead a small team to raise between \$1-\$1.5 million of San Diego Pride's \$3.5~ million budget annually. The Director of Philanthropy works closely with the Executive Director and the Board of Directors in all development and fund raising endeavors. They will also oversee Pride's Community Grant program, which distributes funds to LGBTQ-serving nonprofits annually. We are seeking an individual with the ability to work well amid an environment of change, strong communication and interpersonal skills, and a commitment to diversity, equity and inclusion.

ESSENTIAL DUTIES & RESPONSIBILITIES

Fund Development: Responsible for developing and implementing the organization's strategy to fund San Diego Pride's year-round programming and operational expenses. Development funding will be pursued, but not limited to, various categories of current donors and sponsors. The Director of Philanthropy will also pursue and obtain new areas and fields of potential donors and paid sponsorships.

Corporate Sponsorship: Cultivate and maintain effective working relationships with sponsors and donors. Execute all sponsorship contracts and oversee fulfillment of contract commitments. Oversees sponsorship sales, growth, fulfillment and general annual servicing. Work closely with staff in the creation of all Development marketing materials, programs, and benefits. Evaluate corporate sponsors.

Fundraising: Conceive, create and oversee year-round donor/fundraising campaigns. Implement and maintain donor database system. Expand grant-writing program. Provide mandatory follow-up reporting of awarded grants. Fundraising for advocacy, programming, and other Pride supported events.

Philanthropy: Responsible for the administration of Pride's Community Grant Program, including: the grant application design, organization outreach, support and troubleshooting for applicants, the grant award/selection process, and collecting and reviewing grant reports.

Founded in 1974, San Diego LGBT Pride is a 501(c)3 nonprofit organization whose mission is: Fostering pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. www.sdpride.org

San Diego LGBT Pride • 3620 30th St, San Diego, CA 92104 • Careers@sdpride.org • 619-297-7683

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Education:** A bachelor's degree is *required. Master's Degree and/or Certificate in Fundraising Management a plus. *Any combination of experience, education, and training that would provide the equivalent knowledge and abilities may be considered.
- **Experience:** 5+ years of professional experience in 501(c)(3) nonprofit, with a complete, end-to-end understanding of fundraising strategies, systems, and processes.
- Experience with constructing, articulating, and implementing a strategic development plan.
- Experience developing and managing budgets.
- Demonstrated experience in cultivating, soliciting, and stewarding gifts of \$10,000 or more.
- Proven ability to effectively coach and mentor colleagues and direct-reports.
- A history of working directly with board members in support of fundraising efforts.
- Knowledge of local and regional corporate and foundation communities; preexisting connection to the San Diego community strongly preferred.
- Microsoft Office Suite and CRM/donor database experience required. Experience with NEON CRM is a plus.
- Excellent written, oral, interpersonal, and presentation skills. Ability to professionally interact with a variety of constituencies including donors, volunteers, staff, visitors, government officials, and the general public.
- Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people and intersectional justice issues. Demonstrated passion for obtaining resources for marginalized communities a plus.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

Work environment: All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and other members of our community.

To apply: Send a resume and cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****

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