



San Diego Pride

Job Description – Director of Development

SAN DIEGO

P R I D E

Job Title:	<i>Director of Development</i>
Reports to:	Executive Director
FLSA Status:	Exempt
Position Type:	Full-Time
Salary:	\$92K - \$96K
Benefits Include:	100% coverage of Medical, Dental, and Vision Insurance, Flexible Schedule, Vacation and Sick Time, 15 Holidays, Optional Cell Phone Reimbursement, 403(b), & 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 LGBTQIA+ communities locally, nationally, and globally. As a year-round education, advocacy and community organization, San Diego Pride is one of the oldest LGBTQIA+ nonprofits in San Diego, best known for its flagship programs and events, including the annual Pride Parade and Festival. Since 1996, San Diego Pride has distributed over \$3 million to LGBTQIA-serving nonprofits worldwide, making it the most philanthropic Pride organization globally.

About the Role

The Director of Development is a key leadership position within our organization that leads our fundraising efforts and effectively communicates our mission and impact to constituencies. The Director of Development is responsible for the development and execution of San Diego Pride's fundraising strategy in alignment with the mission, vision, and values of the organization. The Director of Development will be responsible for annual giving, corporate sponsorship,

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foundation grants, special events, development communications, major gifts cultivation, volunteer management, and planned giving.

The Director of Development is a highly collaborative position working with senior leadership and the Executive Director to drive growth and expansion of the fundraising portfolio for San Diego Pride and overseeing the development department. San Diego Pride is a fast-paced and collaborative environment and, as such, candidates must be able to multitask, prioritize and problem-solve. The Development Director will report to the Executive Director.

We're looking for someone who's dynamic and entrepreneurial who will create and execute a comprehensive fundraising program, develop strategies and plans for a comprehensive fundraising portfolio, support the Executive Director, and inspire and build the capacity of staff and the Board of Directors to cultivate a culture of philanthropy for San Diego Pride.

Essential Duties & Responsibilities

- Develop the fundraising plan for the organization.
- Effectively manage donor information and relationships.
- Implement fundraising strategies and programs to achieve annual and multi-year fundraising goals to fuel San Diego Pride's grantmaking, programs, and operations.
- Ensure that the organization meets philanthropic revenue goals
- Research, identify, build relationships and steward existing and new corporate sponsors and create customized sponsorship proposals
- Coordinate sponsorship solicitation, meetings, proposals, and communication.
- The role will work closely with the Executive Director and internal team to create sponsorship fulfillment and activation areas and benefits.
- The Development Director will direct contact between sponsors and the organization providing information and crafting responses to sponsors' concerns and questions.
- Manage and track a robust major donor prospect pipeline for yourself and the Executive Director
- Virtually and in person, direct and lead funder meetings, both as a solo fundraiser and in partnership with leadership and staff, as well as Board members and other volunteers, as appropriate.
- Prepare and present to current funders and prospects written and oral updates, high-level proposals, letters, and follow-up materials in a timely manner.
- Oversee In-Kind donation acquisition. Coordinate the delivery of In-Kind donations to correct places.
- The Development Director will oversee event VIP areas including Rally VIP reception, festival VIP area, and parade VIP check-in.

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- Oversee coordination of fundraising communications and marketing collateral
- Coordinate event logistics, including pre- and post-event communications, RSVP and attendee tracking, room set up, materials preparation, catering, and technology needs.
- Support Development Committee in scheduling and preparing materials
- Identify potential stories to communicate impact and highlight in social media and at events and in marketing elements
- Facilitating donor stewardship by executing rapid thank yous, acknowledgements, giving collateral and donor communications both digital and hard copy and on social media.
- Liaising with the accounting team to ensure accuracy in data and donation collection and invoicing.
- Manages CRM database, including new record creation, prospect visits, contact reports, moves management, and proposal data. Responsible for running metric reports as needed and maximizing CRM system
- SD Pride is a fast-paced and growing organization. As such, the Philanthropy will be expected to perform tasks and help teammates in ways not explicitly listed above

Qualifications

- 5 + years of experience and demonstrated success in and passion for fundraising
- Passion for the mission and vision of San Diego Pride
- Excellent planning and metrics-based project management skills
- Demonstrated success in raising funds from individual, major donors, corporate donors, and foundations, as well as cultivating and stewarding those relationships.
- Demonstrated success in working independently, as part of a team, and in managing multiple tasks simultaneously
- Excellent written and verbal communication skills.
- Strong organizational and time management skills with exceptional attention to detail; able to multitask and work well under pressure to meet all deadlines.
- Experience taking initiative to solve problems independently and creatively in a fast-paced environment and delivering results while managing competing priorities.
- Experience with email marketing and canva a plus
- Experience with database management or project management tools a plus
- A bachelor's degree is preferred but not required. Any combination of experience, education and training may provide the required knowledge and abilities.
- CFRE is preferred and not required.

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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 occasionally lift up to 50 pounds. The employee will be required to travel for a variety of work functions such as meetings, town halls, and community presentations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

San Diego Pride is an equal opportunity employer.

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

Job location

Work Location: Hybrid & must reside in the great San Diego Area

Application: Please send a resume and a cover letter to careers@sdpride.org