



San Diego LGBT Pride

Job Description – Development Manager

Job Title:	Development Manager
Reports to:	Director of Development
Position Type:	FTE
Salary:	\$70,000 - \$73,000
Benefits Include:	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
Location:	Hybrid role – North Park, San Diego office

SUMMARY

San Diego LGBT Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, respect, and equality for the LGBT community. San Diego LGBT Pride is one of the oldest LGBT-serving nonprofits in San Diego, and is best known for our annual flagship celebrations - the San Diego LGBT Pride parade and festival that brings together more than 350,000 individuals from San Diego and across the country. San Diego LGBT Pride is also the most charitable Pride organization in the world, having distributed over 4 million dollars to LGBT-serving nonprofits since 1994.

San Diego Pride is seeking a Development Manager whose superb attention to detail and strong project management skills will help raise funds to support the mission of San Diego Pride. This position is responsible for managing all gift processing activities, donor data, as well as tracking and supporting sponsorship solicitation, acquisition, contract administration and fulfillment. Fundraising focus is on our flagship celebration and year-round programming, providing overall support for Development activities. This integral position reports to the Director of Development.

This position is perfect for a detail-oriented, organized individual looking to further develop their fundraising experience working to benefit LGBTQIA+ community. This is an externally visible position requiring a high level of interpersonal skills, organization, and diligent attention to detail. Working some weekends and evenings will be required.

ESSENTIAL DUTIES & RESPONSIBILITIES

DEVELOPMENT & DONOR RELATIONS COORDINATION

- In collaboration with Development Director, supports development activities, manages gift processing and donor database, and assists leadership with ongoing sponsorship acquisition, individual giving program management, and activities within the department
- Support fundraising initiatives for flagship San Diego Pride Week programs as well as year-round programming including Art of Pride, Youth Programs, QAPIMEDA, Disabled LGBTQ+ Coalition, among others

- Assist in the planning and execution of fundraising events which may include, but is not limited to, developing timelines, coordinating with other departments for programming or marketing elements, coordinating event planning, and coordinating volunteers
- Maintain upkeep of our donor database / CRM, maintain accurate donor records, and pull reports as requested
- Regularly check online gift platforms as well as various online portals, email reports, and physical checks to ensure gifts are logged and coded correctly
- Acknowledge gifts and donations in a timely fashion; draft tax-deductible charitable donation letters for supporters as needed
- Maintain Development dashboard of expected and secured income to ensure contributions are tracked accurately across systems and reconciled with accounting
- Draft narratives, copy, and graphics for fundraising-related initiatives and proposals as needed
- Maintain accurate and detailed notes of Development meetings and Board Development Meeting
- Perform donor research and prospecting as needed

SPONSORSHIP SUPPORT

- Maintain detailed records accurately tracking sponsorship solicitation, acquisition, and fulfillment for a portfolio of over 100 cash, in-kind, and media partners including corporations, government entities, and nonprofit organizations supporting San Diego Pride's flagship celebrations and year-round programming
- In collaboration with the Director of Development, draft sponsorship proposals and contracts
- Be a direct point of support for sponsors, including follow up with sponsors and other departments within San Diego Pride to ensure sponsorship agreement deliverables are fulfilled in a timely manner
- On-site support of sponsors throughout flagship Pride festivities and other sponsored events throughout the year
- Be a point of contact for volunteers supporting sponsors and vendors throughout flagship Pride celebrations

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Education:** A bachelor's degree is preferred but not required. Any combination of experience, education, and training that would reasonably provide the necessary knowledge and abilities for this role is qualifying.
- **Experience:** 1-2 years of fund development experience with special emphasis on relationship management, development operations and project management experience.
- Excellent written, oral, interpersonal and presentation skills. Ability to interact with a variety of constituencies including donors, volunteers, staff, visitors, and the general public
- Valuable attributes for this role include: strong verbal and written communication skills, detail and big picture-oriented, and proactive problem-solving abilities.
- Experience working with the LGBTQIA+ community and familiarity with issues of particular relevance to LGBTQIA+ people. Demonstrated passion for obtaining resources and support for marginalized communities.
- Ability to work independently and as part of a team.
- Advanced computer skills including experience with Excel, Google Suite, Canva, and Asana. Experience working with a donor database like Donor Perfect, Blackbaud, or Neon 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 status, and physical abilities in a multicultural environment.

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 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 training 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 factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community. The work environment will be occasionally noisy and will occasionally involve outdoor elements. Must be able to tolerate loud noise levels and a busy environment. Must be willing to work during the evening, weekend hours and travel to events as required.

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. LGBTQIA+ black, indigenous, and people of color (BIPOC) are encouraged to apply. ****