



Job Title: Manager, Development (Southern Santa Barbara & Ventura County)

Physical Office Locations: Goleta, CA & Ventura, CA

The **Manager, Development** is responsible for the management and implementation of a local fundraising program in Southern Santa Barbara and Ventura County, which includes corporate sponsorships, service group giving and special events as assigned by the Director, Development. The Manager, Development is also responsible for managing and growing volunteer committees and working with chairs of those committees, providing donor database management and assisting with office operations.

Reports To: Director, Development (Santa Barbara & Ventura County)

Job Level: Level 4

Key Responsibilities

- Law Enforcement Torch Run (LETR) 30%**
Manage all Law Enforcement Torch Run activities in the Region including Tip-a-Cops, Torch Run route and volunteer and athlete participation.
Serves as primary contact for assigned law enforcement agencies. Responsible for capturing and tracking contact information and actions within NXT.
- Fundraising / Events 15%**
Develop and manage local fundraising events. May coordinate with third-party fundraisers.
Coordinate volunteers to activate store locations during cause-marketing campaigns.
Utilize templates and coordinate with Marketing & Communications on development of fundraising collateral materials (i.e. program books, corporate sponsorship packages, event invitations, flyers, signs and presentations), websites, and social media. Coordinate development calendar updates.
- Donor Programs and Record Keeping 15%**
Manage local donor stewardship strategies including corporate sponsorships, grants, service group giving, and individual giving. Maintain efficient record-keeping using Raiser's Edge and NXT.
Provide donor tracking, acknowledgement, and reporting for all fundraising activity.
- Strategic Planning 5%**
Work with the Director, Development to develop a local fundraising plan, which includes an analysis of all fundraising strategies and recommendations for improvement.
- Event Committees 5%**
Work as the lead staff person with event committees. Work with event chairs to develop committee meeting agendas and to manage the work of the committee. Work with Director, Development and event chairs to grow committee membership as needed.

Volunteer Engagement	5%
<u>Recruiting & Cultivation</u> : Identifies potential volunteers and interns, nurtures existing relationships, and promotes volunteer and internship opportunities. Identifies prospective volunteers for committee membership. Conducts secondary screenings of volunteers and interns for cultural and positional fit.	
<u>Training & Orientation</u> : Ensures proper onboarding of designated Development volunteers and interns.	
<u>Support, Collaboration & Recognition</u> : Assists in staffing and supporting designated councils and committees. Communicates regularly with designated volunteers and interns regarding assignments. Collaborates with volunteers and interns to address challenges and capitalize on opportunities. Maintains a log of volunteer and intern achievements for recognition purposes.	
General Office Responsibilities	5%
May assume the following responsibilities: Respond to general questions about the organization; provide callers with addresses, directions and information about fundraising events; monitor office equipment (including copiers) and maintain supplies and schedule maintenance as needed; receive, sort and distribute all incoming mail; process incoming donations; and make deposits regularly.	
Individual Goals	20%
(Internal) See employee feedback in Comments section of Threads.	
Total	100%

CORE VALUES

Be an ATHLETE centric	25%
<ul style="list-style-type: none"> • Lets the interests of the athletes drive daily decisions and actions • Makes wise use of organizational resources and time in order to maximize the experiences for our athletes • Seeks to incorporate athlete participation in non-sports roles 	
Be a TEAM player	25%
<ul style="list-style-type: none"> • Places team and organizational success before individual achievement • Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so • Shows appreciation and acknowledges the contributions of others 	
Be a CHANGE agent	25%
<ul style="list-style-type: none"> • Seeks opportunities for professional development and applies these learnings to work • Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback • Looks for opportunities to improve processes and enlists help of others when needed 	
Be a LEADER	25%
<ul style="list-style-type: none"> • Shares organizational and professional knowledge with co-workers and helps to onboard new team members • Takes on new leadership opportunities with eagerness and enthusiasm • Represents SOSC in a knowledgeable and professional manner 	
Total	100%

Requirements

JOB LEVEL RESPONSIBILITIES: Works with supervisor on agreed upon goals and plans. Has autonomy and flexibility in day-to-day work towards accomplishing goals. Has some decision-making authority around issues related to area of responsibility.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- 5-7 years professional experience and college degree or equivalent in field of technical expertise
- 3 - 5 years of development experience and working with volunteers
- Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments

Skills and/or Abilities:

- Excellent organization skills
- Strong oral and written communication skills. Strong customer service orientation
- Strong problem-solving skills and initiative
- Able to work independently and in a team environment
- Proficiency in using relevant technology, including Microsoft software including Word, Office, Excel and ability to learn additional software programs. Experience with Raiser's Edge preferred
- Ability to travel and to work evenings and weekends to meet job requirements
- Have valid California driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen check of driver's license and criminal history

PHYSICAL REQUIREMENTS: The physical requirements 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 talk or hear. The employee frequently is required to sit and to use hands to finger, handle, or feel. The employee occasionally is required to stand, walk, reach with hands and arms, lift or carry up to 24 pounds, and lift overhead up to 24 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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. May work from home with prior supervisory approval.

The noise level in the work environment is usually moderate. This job requires occasional driving.

COMPENSATION: Position is full-time, benefit eligible. Salary range is \$20.00 - \$22.00 per hour depending on relevant experience.

APPLY: Please send resume and cover letter to vejobs@sosc.org.